



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

<b>Job Title</b> Office Receptionist/ Administrative Assistant	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Junior	<b>Industry</b> Non-profits (NGO)
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Employee shall be employed by the Employer in the capacity of a Receptionist/ Administrative Assistant and shall fulfil, among other things, the following:

## Responsibilities

### Reception

- Answer phone calls in a professional and courteous manner
- Direct phone calls to the appropriate staff members
- Reply to general information requests with the accurate information
- Receive visitors to the organization in a professional and friendly manner.

### Office Administration

- Use computer (Word, Excel, and Power Point) to prepare reports, letters, memos and documents
- Receive, record and sort incoming emails, mails, faxes, and courier deliveries for distribution
- Prepare, record, and send outgoing emails, mails, faxes, and courier parcels
- Update and ensure the accuracy of the organization's directory, addresses, and distribution lists (Outlook)
- Back-up electronic of files and server, using proper procedures
- Provide secretarial and administrative support to management and other staff
- Support planning of missions from Germany and other staff (make a booking for hotels, flights, transfers, taxi, meetings and prepare program)
- Process visa applications for incoming staff/colleagues
- Maintain office calendar for the meeting room and ensure that meeting room is well prepared with all necessities before meetings start.

## Education & Qualifications

- The applicant should hold a bachelor from a university

## Requirements

- The applicant must be fluent in business English (orally and in writing)
- The applicant should have some work experience, or relevant internships

**Reporting To**

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Country Director

**Driving Licence**

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Not Required

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