



Job Description

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

Job Title

Personal Assistant to Managing Director and Honorary Consul

Job Location

Dar es Salaam

Category

Executive Assistant

Job Type

Full Time

Job level

Middle-Management

Industry

Manufacturing

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Manufacturing: 1 Years

Secondary Industry

-

Primary Category

Executive Assistant: 5 Years

Secondary Category

-

Certificate

-

Qualification

-

Summary

The Personal Assistant (PA) will provide high-level administrative support to the Managing Director (MD) of the company. A diverse company specialising in real estate, and trading, as well as offering assistance in the Honorary Consul's duties. The PA will ensure smooth operations by managing the MD's schedule, coordinating business and diplomatic engagements, and handling confidential matters.

Responsibilities

1. Administrative Support:

- Manage and organise the MD's calendar, scheduling meetings, appointments, and events.
- Screen calls, emails, and correspondence, ensuring appropriate follow-up.
- Prepare reports, presentations, and other documents as required.

2. Communication and Coordination:

- Act as the first point of contact between the MD and internal/external parties, ensuring effective communication and coordination.
- Liaise with heads of departments, managers, and other stakeholders to relay messages, tasks, and updates.
- Coordinate with government officials, foreign dignitaries, and other consular personnel on behalf of the MD in his role as Honorary Consul.

3. Event and Travel Management:

- Organise domestic and international travel itineraries, including visa applications, accommodations, and transport.
- Arrange for company and diplomatic events, meetings, and conferences.
- Provide support during business trips, including coordination with hosts and preparation of briefing materials.

4. Confidential and Diplomatic Support:

- Handle sensitive and confidential information related to both business and diplomatic affairs.
- Prepare and maintain confidential consular files and records.
- Assist in drafting official letters, communiqués, and diplomatic correspondences.

5. Office Management:

- Supervise office-related matters including the management of office supplies and logistics.
- Assist in overseeing and coordinating tasks related to special projects as directed by the MD.

6. Other Duties:

- Perform any additional tasks as required by the MD, including personal errands when needed.
- Handle the management of the MD's private affairs, including coordinating with external service providers for household or personal matters.

Education & Qualifications

- Bachelor's Degree in Business Administration, Communications, or a related field.
- Knowledge of diplomatic protocols and experience in a consular environment is a plus

Requirements

- Minimum of 5 years of experience as a PA to C-suite executives or similar roles.
- Experience in handling confidential information, with a high level of discretion.

Characteristics

- Strong organisational skills with an ability to multitask and prioritise.
- Excellent verbal and written communication skills.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- High level of professionalism and diplomacy.
- Ability to work independently and manage multiple tasks efficiently.
Strong interpersonal skills and ability to work with diverse teams.
- Proactive and detail-oriented with a focus on accuracy.
- Flexibility and willingness to work outside normal hours when necessary.
- High Level of Loyalty to the MD and Honorary Consul
- Honesty in terms of work ethic.

Driving Licence

Not Required

To Apply for This Job [Click Here](#)