



Job Description

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Job Title Personal Assistant to MD	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Banking, Finance Services

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 2 Years
Secondary Industry Finance Services: 2 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Assists the Managing Director with daily administrative duties and complete a broad variety of administrative tasks.

Responsibilities

- Support in travel organization (booking of rights, hotel accommodation) and control of/receipt collection for respective cost.
- Manage the logistics for Managing Director's meetings, including coordination of technical support for conference calls.
- Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication.
- Managing the diary and organizing meetings and appointments, often controlling access to the Managing Director.
- Ensure that the Managing Director's office is well arranged.
- Assist in setting up meetings and appointments, communicate with external guests etc.
- Independent organization of logistical support for external guests - right schedule control, local transportation, accommodation.
- organizing events and conferences
- Miscellaneous tasks to support the Managing Director.

Education & Qualifications

- Bachelor's Degree in relevant field

Requirements

- Ability to recognize and implement tasks independently.
- Ability to prioritize and distinguish important issues from non-important ones.
- Excellent communication skills
- Excellent oral and written command of English and Swahili.
- Organisational skills and the ability to multitask
- Excellent time-management and problem-solving skills.

Reporting To

- Managing Director

Driving Licence

Not Required

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