

Job Description

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

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

Minimum Requirements

Only Open to Tanzanian Nationals

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

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