

# **Job Description**

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

Job Title

Personal Assistant to the Managing

Director

Job Location

Dar es Salaam

Intermediate

Category

Job level

Industry Banking

Full Time

Open to Expatriates

Secondary Industry

Only Open to Tanzanian Nationals

### **Minimum Requirements**

Min Budget Max Budget

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Primary Industry
Banking: 2 Years

Primary Category

Qualification

Secondary Category

#### Summary

Certificate

To provide a strictly private and confidential personal assistant role to the Managing Director. To manage the MD's workload, assist with tasks on hand and act as gatekeeper.

#### Responsibilities

- Day to day diary management, managing all forms of incoming and outgoing communication (phone calls, emails, faxes, etc.) and answering of routine correspondence on behalf of the MD
- Management of calendar and schedule to maximize efficiency (personal & business)
- To work with Group Executive personnel when they visit the country as well as coordinate their travel arrangements.
- To compile Board papers and ensure they are sent in good time for meetings. To circulate reports, minutes and agendas for Board and Sub-committee meetings. To liaise with the Chairman and other Board Members on various matters as required. This particular role will require one to work closely with the Company Secretary.
- To respond to Board member and other stakeholder queries in a timely and professional manner, both orally and in writing.
- Analyze incoming and outgoing communication, submissions and reports and prepare and co-ordinate the preparation and submission of summary briefs and reports to the MD as well as commercial department.
- To provide a comprehensive secretarial and administration service to the MD across the range of his work.
- To create an events calendar, coordinate & manage staff events including Staff Town Halls, Staff Functions, Family Fun Days, Christmas Parties, Team Buildings, Retreats, Farewell & Welcome events, etc.
- To maintain filing system and all other relevant areas as necessary.
- To manage the Bank's marketing events including Golf Days, in-house customer lunches, media briefings, etc.
- To manage Group Assignments Results briefings, launches, etc
- Arranging meetings with customers and suppliers as required for the MD
- Preparing letters, reports and correspondences in professional way
- Ensuring that the CEO is prepared for all meetings and calls
- · Carrying out specific projects and research
- · Coordination of monthly reporting
- Ensure all work is done on time and to a high quality standard
- To manage staff corporate wear, staff motivational items, wedding presents, support on bereavements, family additions, organize Staff meetings, etc.
- To maintain and continuously keep up to date all banks mailing lists.
- To co-ordinate all senior management and Board member travel arrangements (flights, accommodation and airport pickups)
- To do any other work assigned by the Bank superiors.

#### **Education & Qualifications**

Associates or higher degree preferred in business (Marketing, PR, Advertising, Communications, Business Administration)

#### Requirements

- 2+ years previous experience in professional/executive level Administrative Assistant position
- · Excellent computer skills, including Outlook, Word, Excel, PowerPoint, Keynote and Internet search skills
- Graphic design experience it's an added advantage.
- · Communication skills, Event Management skills, Interpersonal skills, Time
- · Management, Organizational skills, Computer skills especially in Microsoft Office Applications

#### **Characteristics**

- Direct and successful experience working for Senior & Executive Level person.
- Personable and even tempered; capable of handling a high stress environment
- · Adjustable to a fast paced, demanding work environment where priorities frequently change
- · Ability to set priorities, multi-task and meet multiple daily deadlines
- · Maintains a positive attitude and is resilient, relentless and resourceful
- · Strong delivery and communication skills both written and verbal
- Proven ability to handle confidential information and be trustworthy
- · Honest and direct in communication
- Proactive in nature with the ability to stay one step ahead
- · Ability to take initiative, work independently and creatively, with strong organizational and task management skills
- · Excellent calendar management skills, including the coordination of complex executive meeting
- · Ability to work well with all levels of internal management and staff, as well as outside clients and vendors
- Flexibility and the ability to work beyond regular hours as needed.

# **Reporting To**

Managing Director

## **Driving Licence**

Not Required

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