



Job Description

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

Job Title Receptionist	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Telecom Services & Equipment
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Telecom Services & Equipment: 2 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Our Client (a Global Telecommunication Company) is looking for an experienced Receptionist who will be able to undertake the mentioned duties, view job for more details.

Responsibilities

- Answering the telephone, transferring, relaying messages as well as making calls
- Welcoming visitors entering the organization and directing them to their correct destination.
- Operations at the front desk / reception area
- Providing general administrative support to all departments
- Overseeing meeting room and arrangements, bookings, catering, taxi arrangements, maintaining appointment electronically, taking minutes
- Registering / distributing incoming mail as well as arranging for dispatching mail to to/ from post office government institutions, embassies
- Coordinating transport requests and drivers' duties
- Managing Stationery stock, process requests, place orders
- Assisting with Inventory Management

Education & Qualifications

- A Bachelor Degree/ Diploma in any relevant field.

Requirements

Minimum of 2 years of working experience.

Characteristics

- Preferably experience in dealing with various stakeholders
- Excellent planning, organisational, problem solving and report writing skills
- Ability to manage multiple priorities and deadlines
- Excellent interpersonal skills in a cross-cultural environment
- Exceptional written and verbal communication skills
- Strong computer skills (Word, Excel, PowerPoint, database, etc.)
- Able to work with deadlines and flexible working hours if required

Driving Licence

Not Required

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