

# **Job Description**

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

<b>Job Title</b>	Job Location	Category
Tax Assistant	Dar es Salaam	-
<b>Job Type</b>	Job level	Industry
Full Time	Entry	-
<b>Open to Expatriates</b> Only Open to Tanzanian Nationa	ls	

# **Minimum Requirements**

Min Budget	Max Budget	Primary Industry
Secondary Industry	Primary Category	Secondary Category
Certificate	Qualification	

#### Summary

Provide support to the company's tax department. The Tax Assistant must be organized and able to coordinate various high-level administrative functions.

#### Responsibilities

- · Provide administrative assistance to the tax department
- · Assistant with filling annual and quarterly tax returns
- · Assist in preparing tax reviews
- · Follow up with statutory payments
- Preparation of documents and proper filling
- Respond to different inquiries both internally and externally
- Organize and manage all tax reports, statements, and documents.

## **Education & Qualifications**

• Bachelor Degree any related field

## Characteristics

- Organized
- Analytical
- Growth Mindset

# **Driving Licence**

Not Required

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