



Job Description

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

Job Title	Job Location	Category
Tax Assistant	Dar es Salaam	-

Job Type	Job level	Industry
Full Time	Entry	-

Open to Expatriates
Only Open to Tanzanian Nationals

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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