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Administrative Assistant

Our client is a well-established property development, master planning, and advisory firm based in Dar es Salaam. Due to the rapid growth of the property business, the company is looking for an Administrative assistant, who can grow within the company. This position reports to the administration manager.

The ideal candidate should be a pleasant, warm, highly organized professional with a good working knowledge of ICT applications in business. He/she will be the chief advocate for orderliness in the company and responsible for the smooth execution of all administrative tasks. Making the internal and external customers to feel comfortable is a critical part of the job. The ideal candidate should be highly professional with excellent interpersonal, telephone and ICT skills.

Duties And Responsibilities:

- * Receiving/routing calls and guests
- * Ensuring that the reception area and office areas are neat and welcoming
- * Ensuring that all administrative tasks are completed well and on time
- * Coordinating the executive diary and managing meetings
- * Ensuring that all office documents are in order and filed safely
- * Managing the office petty cash

Minimum Requirements:

- Three years experience in customer service, and or administration
- A degree from a reputable institution
- Either gender aged below 35 years
- Microsoft office, ICT, social media proficiency

Other competencies:

- Fluent in written/spoken English and Kiswahili
- Good team player
- Flexibility to work odd hours to deliver targets and deadlines
- Creative problem solving
- High self-motivation and discipline

Package:

- Starting salary is negotiable depending on experience/qualifications.
- Opportunity for rapid growth

If you meet the above requirements, kindly send your CV only (No attachments please) before 16.06.17 to: jobs@saleshouse.co.tz