

Phomas Diagnostics and Medical Supplies Ltd

CWT Street, Biafra- Kinondoni, Plot no. 275, Block no.42,
P.O Box 76317, Dar es Salaam.

Telephone Nos. +255 755 378 111; +255 682 916 351

Email: info@phomasdiagnostictstz.com; sales@phomasdiagnostictstz.com

Administrative Assoistant Vacancy

Date:01 July 2020

Age: 25-35

Gender: Not gender specific

Work station: Dar es Salaam

Job Purpose

As an Administrative Assistant, will provide administrative support to Management in the business services area. The candidate shall works with highly confidential information and the He /She must be a self-starter, dependable and disciplined employee who can multi-task and be a team player.

The candidate reporting to Directors

Essential Functions

- Provide administrative support to various Director level personnel
- Collect and organize a variety of business-related information to manage information flow and business requirements.
- Retrieve data and prepare ongoing reports for operational review
- Effective oral and written communicator with ability to make public presentations as needed
- Coordinate and complete special projects for Operations, Compliance, Accounting and Human Resources departments
- Sensitivity to confidential matters
- Perform protocol arrangements for distinguished visitors
- Coordinate and manage travel arrangements and prepare detailed itineraries
- Assist in coordinating quarterly executive meetings
- Responsible for general and minor maintenance issues and repairs
- Provide back-up relief for phones and reception area
- Assist with purchase and coordination of office supplies where necessary
- Responsible for creating and documenting weekly all-staff meeting presentations
- General office equipment maintenance and coordination (postage meters, copiers, etc)
- Create and maintain useful databases for the department

Job Requirements: Minimum Qualifications

- Diploma in General Discipline (Administrative course)
- Pleasant personality with good written and verbal communication and interpersonal skills
- Proactive, take initiative and well organized
- Able to work fast under pressure
- Mature, with an attention to detail
- Ability to multi-task and work independently as well as in a team.
- Proficient in MS Office applications (Excel, Words and PowerPoint) is a must and experience in using sales software is advantageous
- Confidentiality

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Experience

- Min 2 years relevant experience in a similar role preferably in Healthcare or medical supplies company.
- Experience supporting executive level positions preferred
- Experience in document control management

Attachments

Cover letter	Application for administrative Job Vacancy -Mandatory
Recent Passport size (latest 3 month)	Mandatory
Clearances	Criminal Justice/Fingerprint Clearance –Mandatory TB Clearance-Required
Continuing Educ. / Training	As needed
Required Testing	Pre-employment Medical Examination -Mandatory
Certificates & Licenses	National ID -Mandatory

ONLY qualified candidate should send, Cover latter explaining why qualifies for the job post, curriculum vitae (Cv) with three referees and Passport Size by email to info@phomasdiagnosticstz.com and recruitment.phomasdiagnosticstz@gmail.com not later than 18 July 2020. Only qualified candidates shall be contacted for interview.

STRICKLY NO PHONE CALLS!

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