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Assistant Documentation Manager

Our client is a well established property development, master planning, and advisory firm based in Dar es Salaam, with a micro finance subsidiary which provides funding for the property transactions. Due to the rapid growth of the property and financing business, the company is looking for a documentation officer, who can grow within the company. This position reports to the documentation manager.

The ideal candidate should be a solid, detailed professional with a good working knowledge of Microsoft office/other ICT applications. He/she will be responsible for ensuring that all the transaction documents are fully completed, registered, and in safe custody. Document perfection, and safe custody is a critical part of the job. The ideal candidate will have excellent ICT/documentation skills, and a keen eye for detail.

Duties And Responsibilities:

- * Ensuring that all transaction documents are fully completed and registered.
- * Organizing all documents into appropriate files and safe storage of the same.
- * Learning and keeping abreast of trends in the real estate industry, transaction financing, documentation and legal trends.
- * Ensuring that all documents are fully processed without any delays.
- * Maintaining the transactions database, document trail, and making periodic status reports.

Minimum Requirements:

- Three years experience in document processing
- A degree in accounts, IT, or law from a reputable institution
- Microsoft office, Social media and other ICT applications proficiency
- Either gender aged below 35 years

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