

VACANCES

Position: secretary 1post

Location;Dar es salaam

Deadline ;Two weeks after this advert

Date posted;27/7/2015

Responsibilities

- answering telephone calls
- maintaining diaries
- arranging appointments
- taking messages
- typing and word processing
- filing
- organising and servicing meetings (producing agendas and taking minutes)
- managing databases
- implementing new procedures and administrative systems
- liaising with relevant organisations
- coordinating mail-shots and similar publicity tasks

Qualifications and training required

At least diploma with reasonable experience with work

Key skills for secretaries

- Interpersonal skills
- Teamworking skills
- Organisational skills
- Negotiation skills
- Assertiveness
- Time management
- Decision making and problem solving skills

Model of Applications

Send you CV and cover letter to

Managing Director

Senator Investment Group

P O box 33081

Dar es salaam

Or E-mail: senitorgroup2015@gmail.com.

For any enquiry
call:0712413861,0684604964,0764722234.