

JOB DETAILS:

Job position: Administrative Assistant

Job Purpose

Advansmart seeks a detail-oriented and highly motivated Administrative Assistant to join our team and ensure the smooth operation of our daily activities.

Key Duties and Responsibilities

- 1. Manage correspondence:** Handling incoming and outgoing emails, phone calls, and other communications, and responding to inquiries.
- 2. Scheduling and Coordination:** Organizing meetings, appointments, and travel arrangements for team members, and maintaining calendars to ensure smooth operations.
- 3. Office Management:** Overseeing office supplies, equipment, and facilities, including ordering supplies, coordinating repairs, and maintaining a clean and organized workspace.
- 4. Data Entry and Record management:** Inputting, updating, and maintaining databases, spreadsheets, and filing systems to ensure accurate and accessible records.
- 5. Compliance:** Maintaining confidentiality, and adhering to company policies, procedures, and legal requirements including filing statutory returns (Tax, NSSF, WCF, HESLB etc)
- 6. Bookkeeping and cashier:** Tracking employee hours, preparing budgets, processing payments, perform banking activities, daily posting of transaction in accounting system, ensure accurate and up to date financial reporting.
- 7. Miscellaneous Tasks:** Performing various ad-hoc administrative tasks as assigned by management to support the overall functioning of the office or organization

Education level

- ✓ **Certificate/Diploma in Business Administration or equivalent**
- ✓ **Degree in Business Administration or equivalent is an added advantage**

Key skills

- ✓ **Attention to detail:** ensuring accuracy and thoroughness in all tasks
- ✓ **Communication skills:** Effectively communicating with colleagues, clients and vendors
- ✓ **Organisational skills:** Managing time, tasks and information efficiently
- ✓ **Problem solving skills:** identifying and resolving issues that may arise in the office
- ✓ **Computer proficiency:** Proficiency in using various software and systems
- ✓ **Minimum supervision:** Ability to work independently with minimal supervision and as part of a team

Terms Of Service:

The successful candidate will be engaged on a Contract Basis.

All interested candidates, who meet the above requirements, please apply for the position by submitting your one-page application letter, one to two pages CV and copies of relevant certificates in pdf on or before 30 April 2025 through email info@advansmart.co.tz.

Only shortlisted candidates will be contacted. Advansmart is an equal-opportunity employer. Young Women are highly encouraged to apply.