



**JOB TITLE: Administrator- Executive Office and Legal**

Locations: Head Office NBC

Time type: Full time

Time left to apply: End Date: January 29, 2026 (11 days left to apply)

Job requisition id: R-15982763

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

**Job Summary**

To provide high-level administrative and operational support to the Managing Director and Legal Department, ensuring smooth coordination, effective communication, and timely execution of tasks. The role demands discretion, efficiency, and a proactive approach to managing sensitive and complex administrative functions

**Job Description**

**Executive Office Support**

- Manage the Managing Director's calendar, appointments, and meeting schedules
- Coordinate travel arrangements, bookings, and itineraries

- Handle confidential correspondence and documentation
- Screen and prioritize calls, emails, and inquiries
- Prepare briefing materials and meeting agendas
- Respond to simple correspondences upon clearance from the MD or his/her designate
- Draft documents and correspondences as may be necessary
- Coordinate meetings and calls with customers, employees, regulators, Group, suppliers and other stakeholders
- Support management meetings and other logistics.
- Maintain contact list for key stakeholders both internal, external and Group

### **Legal Department Support**

- Track and manage legal notices, demands, and correspondence from external counsel and authorities
- Maintain organized records of legal files, contracts, and compliance documents
- Liaise with lawyers, regulatory bodies, and internal stakeholders on legal matters.
- Assist in drafting and formatting legal documents and responses
- Monitor deadlines and ensure timely follow-up on legal matters
- Coordination and support in preparation of board and shareholders meetings
- Support in custody of legal documents and their systematic retrieval
- Follow up with matters with Authorities, Court, Agencies and Government.
- Coordinate for department meetings and follow up on agreed actions.
- Receipt of legal documents and including authentication prior to receipt of any legal document.

### **Office Administration**

- Handle incoming and outgoing mail and courier services
- Maintain filing systems (physical and digital) for both Executive Office and Legal department
- Organize internal and external meetings, including logistics and documentation
- Support procurement of office supplies for Executive Office and legal department
- Coordinate cross-departmental communications and follow-ups

### **Communication & Coordination**

- Serve as the first point of contact for inquiries directed to the MD's office and Legal Department
- Draft professional correspondence, memos, and reports

- Ensure timely dissemination of information and updates
- Maintain confidentiality and professionalism in all interactions

### **Reporting & Documentation**

- Prepare periodic administrative, legal, and executive office status reports.
- Maintain dashboards tracking tasks, correspondence, and deadlines.
- Support preparation of presentations, briefing notes, and executive summaries.

### **Stakeholder & Relationship Management**

- Build productive relationships with internal departments.
- Facilitate smooth information flow between the Executive Office, Legal Department, and business units.
- Coordinate stakeholder engagements, events, and follow-up actions.

### **Issue Management**

- Maintain a lot of ongoing issues, escalations, and status updates.
- Help ensure that sensitive matters are routed appropriately and handled securely.

### **Process Improvement & Efficiency**

- Identify opportunities to optimize administrative processes and workflows.
- Continuously assess current administrative practices to identify inefficiencies and gaps.

### **Project Support**

- Assist with cross-functional projects led by the Executive Office or Legal Department.
- Track project milestones, follow up on action items, and support documentation needs.
- Coordinate logistics for project-related meetings and reviews.

### **Key Competencies:**

- High level of discretion and confidentiality
- Strong organizational and multitasking abilities
- Attention to details and accuracy
- Professional demeanor and interpersonal skills
- Ability to work independently and under pressure
- Proactive problem-solving and decision-making

### **Qualifications**

- Bachelor's degree in business administration, Law, or related field.
- Minimum 2–5 years of experience in executive or legal administrative support.
- Familiarity with legal terminology and document handling.
- Proficiency in Microsoft Office Suite and calendar management tools
- Excellent written and verbal communication skills.

#### **Performance Indicators**

- Timeliness and accuracy of administrative tasks
- Responsiveness to inquiries and communications
- Quality of support provided to MD and Legal Department
- Compliance with legal and regulatory timelines

#### **Skills:**

- Analytical & Problem-Solving Skills
- Organizational and communication skills.
- Proficiency in Microsoft Office Suite and project management software
- Interpersonal & Professional Skills

#### **Qualifications**

Bachelor's Degrees and Advanced Diplomas - Business Administration, Digital familiarity (Meets some of the requirements and would need further development), Ethics and values (Meets all of the requirements), Experience in a similar environment, Legal Advisory and Interpretation (Meets some of the requirements and would need further development), Openness to change (Meets some of the requirements and would need further development), Reasoning (Meets all of the requirements)

**APPLY HERE**