



OFFICE MANAGER

Key Skills & Competencies:

- ✓ Strong sales and persuasion skills with ability to confidently promote the school and convert parent inquiries into enrolments
- ✓ Excellent communication and customer service skills
- ✓ High level of professionalism, empathy, and discretion.
- ✓ Strong organizational and administrative skills
- ✓ Ability to handle parent concerns calmly and effectively
- ✓ Detail-oriented with respect for confidentiality
- ✓ Proactive and able to multitask in a fast-paced environment
- ✓ Facilitating communication between parents / guardians and school administration

How To Apply

Send your CV, cover letter, and academic documents to

✉ humanresource@fkschools.sc.tz

🕒 18th February
2026

📍 FK International School
Pre & Primary Campus

☎ 0752011030
0758011030

🌐 [fkinternationalschools](https://www.fkinternationalschools.co.tz)
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HIRING
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