



JOB TITLE: Office Assistant

AV-353203 Dar-es-Salaam, Tanzania

DHL Supply Chain Tanzania Limited Supply Chain

Full-time Permanent

Key Accountabilities

- Professionally serving all customers and visitors at the reception
- All visitors are signed in and have clear ID
- Handle inquiries and route messages appropriately.
- Create and maintain a positive, enthusiastic & supportive working environment.
- Arrange meeting rooms and necessary equipment.
- Create a culture of continuous improvement & service to both internal & external customers
- Monitor inventory of office supplies and reorder when needed.
- Liaise between executives, regional managers, depot managers and warehouse staff.
- Ensure cleanliness, safety, and proper functioning of office spaces.
- Support in Processing invoices, tracking office-related expenses.

- Ensure office practices align with company policies and legal regulations.
- Arrange, Coordinate and schedule of training courses presented to depots.
- Book travel and accommodations for staff or guests.
- Prepare travel itineraries and manage reimbursements.
- Coordinating and scheduling meetings, conferences, and corporate events.
- Organizing travel arrangements, including booking flights, accommodations, and transportation.
- Manage office administration, organize workflow, compose and edit correspondence, take minutes of meetings
- Monitors various HR projects and performs related administrative/secretarial duties e.g training coordination.
- Make travel arrangements and hotel bookings for various managers and staff.
- Manage office stationery and consumables

Qualifications & Experience

Education:

- Graduate degree qualification.
- HR certification or equivalent.
- Experience in front office management.

Experience:

- Experience in front office management.
- 2 years' experience in a HR or executive secretarial role.

APPLY HERE