

<b>Job Title:</b>	Administrative Assistant
<b>Company:</b>	The Export-Import Bank of Korea
<b>Location:</b>	Alfa Plaza Building, Off Alli Hassan Mwinyi Road, Dar es Salaam
<b>Work Hours:</b>	7:00AM ~ 4:00PM
<b>Type of Contract:</b>	Fixed time
<b>Duration:</b>	One Year
<b>Job Purpose:</b>	The core responsibility of an Administrative Assistant is to ensure the smooth and efficient operation of the office environment. This entails providing comprehensive administrative support, overseeing and facilitating daily tasks and processes, and maintaining a well-organized, productive work environment.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serving as the primary point of contact for external parties, managing communication channels such as phones and emails.</li> <li>• Preparing monthly payroll, generating control numbers for statutory payments (NSSF, WCF, PAYE) and keep records accordingly.</li> <li>• Organizing and tracking important documents, both electronically and physically, to ensure efficient record-keeping</li> <li>• Maintaining a clean, well-organized office environment by overseeing supplies, coordinating maintenance, and ensuring equipment functionality</li> <li>• Providing assistance to clients, customers, or visitors by addressing inquiries and directing them to the appropriate department.</li> <li>• Ensuring adherence to office procedures and policies while identifying opportunities for improvement.</li> <li>• Addressing day-to-day challenges and troubleshooting operational issues to enhance efficiency</li> <li>• Managing expenditure receipts and generating monthly expenditure reports in line with budget policies.</li> <li>• Handling residence permits for the bank's representatives and assisting with logistical arrangements.</li> <li>• Exercising discretion and maintaining confidentiality when dealing with sensitive information.</li> <li>• Keeping attendance and annual leave record</li> <li>• Perform other duties as required</li> </ul>
<b>Qualifications required:</b>	<ul style="list-style-type: none"> <li>• A minimum of Bachelor's Degree (in Human Resource Management, Public Administration, Business Administration or any other relevant field) is required.</li> <li>• Excellent command of English, both in writing and speaking</li> <li>• Proficiency in Microsoft Office Package (Word, Excel, Power Point)</li> <li>• Professional working experience in administrative works, preferably in an international organization or NGO, foreign company would be an advantage.</li> </ul>
<b>Remuneration:</b>	<ul style="list-style-type: none"> <li>• Competitive package</li> </ul>

<b>Mode of Application:</b>	Applications should include the following: 1. Resume (indicating education background, relevant work experiences, computer skills etc.) 2. Copy of degree certificate, academic transcript (showing grades and GPA) All applications should be sent to: edcftz@koreaexim.go.kr 3. One-Pager (Formats provided below)
<b>Deadline:</b>	February 12(Monday) 18:00, 2024

\* Applicants who wish to apply to our company must submit a one-pager in accordance with the form provided below (filename shall be unified as **the “Applicant’s name\_CV\_One\_Pager”**). Please be advised that failure to submit one-pager may result in disadvantages in the application process.

**[One pager format]**

Name of the applicant :
Highest Education (Bachelor’s, Master’s, etc) :
College / University GPA (out of 4.0) :
Years of Experience working as Administrative related job :
Years of Experience working for Foreign Companies :

\* If the GPA is not on a 4.0 scale basis, please convert it to a 4.0 scale proportionally.