



# ACADEMIC SOLUTIONS NETWORK (ASONE)

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## Company Overview.

**Academic Solutions Network (ASONE)** is an Educational consultation firm which works with academic institutions (i.e, daycare centers, schools and colleges) and all education stakeholders to improve the quality of education. ASONE works in issues such as establishment, registration and management of the academic institutions, capacity building programs for smoothly running the institutions, recruitment, developing appropriate tools, research/dissertation assistance for the students, educational marketing, connecting students to the academic institutions and facilities. This further supports the phenomenal growth of the school and learners.

ASONE consists a team of the best academic experts, and designers who constantly work to give the best to the customers. Our approaches help to succeed in planning the new school projects and constantly sees it through the establishment, improvement, and its operations along with ongoing management services.

Visit [www.academic.co.tz](http://www.academic.co.tz) to explore more about our services. ASONE offices are located at **Njia Panda ya Shule, Kivule ward**, along the way to Ilala Municipal Referral Hospital. ASONE would like to advertise the following job position:-

### 1. Stationery Attendant (1 Post):

We prefer a Lady/Man with experience in stationery shop operation, age is between 21-28 years old. The successful candidate will operate the day to day running of the stationery shop with associated services.

### Duties & responsibilities

- Supervisor day to day stationery shop activities
- Assisting customers on financial Services through Mobile and Banks transactions
- Collecting money after every sales
- Keep all money collected in safe environment
- Designing Cards and typing other documents as required by clients
- Maintaining working area tidy and clean
- Ensure customers with maximum customer care
- Taking stock of stationery needed to be purchased
- Arranging items in stationery shelves by designing more visible location to attract clients
- Switch on/off generator in case extra power required once power is off.
- Other duties as assigned by management

## **Education/Training Requirements**

- At ordinary level education with a secretarial certificate, at least 1 year of experience in a similar position
- Experience in running financial services through Mobile Phones and bank transactions
- Conversant in the following: MS Word, Publisher, Excel, Internet cafe, typing speed of at least 40 words per minute, Passport size
- Excellent customer care, and must be trainable

## **General instructions**

Interested candidates should submit a cover letter, CV and academic certificates via our email [info@academic.co.tz](mailto:info@academic.co.tz) and cc to [wazirimapundal@gmail.com](mailto:wazirimapundal@gmail.com) before 01/07/2024, but the application window will be closed sooner than the deadline if we will receive the satisfactory number of applicants. Mention the role you are applying on the subject line. Please note that, only short listed candidates will be selected and communicated, and interviews will be conducted very soon.