



Job Vacancies at HIGHESTPOINT CO. LTD

HIGHESTPOINT CO. LTD, located in Mbeya, is a leading company providing auction services (debt collection and court brokerage), catering services, security, and cleaning. We are looking for dedicated and professional individuals to join our team. We are currently announcing vacancies for the following positions:

1. Administrative Secretary (1 Position)

Location: Mbeya City Council **Key Responsibilities:**

- Maintain office supplies and equipment, ensuring operational efficiency.
- Assist in the preparation of budgets, expenses, and financial records.
- Maintain filing systems, both electronic and physical.
- Handle confidential and sensitive information with discretion.
- Organize and coordinate meetings, conferences, and events.
- Handle correspondence, phone calls, and emails on behalf of executives.
- Prepare reports, presentations, and documents as needed.

Qualifications:

- Certificate/Diploma in Record Management, Secretarial studies, Business Administration or other related fields.
- Proven experience as a personal assistant or in a similar administrative role (2 years and above).
- Proficient in MS Office (Word, Excel, PowerPoint).
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to work independently and handle multiple tasks simultaneously. Age Limit: Between 20 and 33 years old.

Remuneration: Negotiable according to HCL scale.

2. Debt Collectors (6 Positions)

Location: Mbeya City Council **Key Responsibilities:**

- Contacting customers to inform them of overdue bills and to arrange payment.
- Maintaining accurate records of customer accounts and payments.

- Negotiating payment plans and settlements with customers.
- Following up with customers to ensure payment commitments are met.
- Reporting any issues or challenges encountered in the debt collection process to the supervisor.

Qualifications:

- Certificate/Diploma in Marketing, Business Administration, Accounts or other related fields.
- Proven experience in debt collection or a related field (2 years and above.) □
Excellent communication and negotiation skills.
- Ability to remain professional and courteous under pressure.
- Proficiency in MS Office and familiarity with relevant software applications.
- Strong problem-solving skills and attention to detail.
- Age Limit: Between 20 and 35 years old.

Remuneration: Negotiable according to HCL scale.

NB: Interested candidates within the specified age limit, particularly residents of Mbeya, are strongly encouraged to apply and the company will not incur any cost related recruitment process.

Application Process: Interested candidates should send their cover letter and CV attached to one document to hcl.mbeya@gmail.com before **10th July 2024, 23:59 pm**. Please specify the position you are applying for in the subject line of the email.

Application letter should be addressed to the:

Managing Director,
HIGHESTPOINT CO. LTD,
P.O. Box 1373, Mbeya.

