

EDENCONSULT COMPANY LIMITED (ECL)



MANDELA RD, MAGARI HOUSE
OPPOSITE MABIBO HOSTEL
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.....ADVERT.....

Vacancy: Office Manager (OM)

We wish to introduce our consultancy firm to you. We are registered with the Certificate of Incorporation (CoI) number 60999 and F.38/2008 in Tanzania and Kenya respectively. We have just open our office along Mandela Road (within *Magari House, at Mabibo bust stop from Ubungo*)

We are looking for energetic and self motivated qualified person to hold a position of 'Office Manager' who will report to the Operation Director.

Responsibilities:

The Office Manager (OM) will be responsible to;

- Coordinate all activities for various portfolios of the businesses in Tanzania and Nairobi operations
- Ensure that the office is always well organised
- To receive and attend various clients physically or on Phone
- To advise the Operations Director on key strategies to deliver the service to clients effectively and efficiently.
- To coordinate consultants and other employees of the company
- Any other assignment assigned by the Operations Director or any other superior

Personal Skills Required:

- Good Communicator (Verbal and non-verbal communication)

- Neat and tidy all the time
- Telephone conversation Skills
- Good leader and manager of others
- Interpersonal relationship skills
- Positive Attitude
- Innovative mind to start new projects
- Solution oriented than problem identification only
- Very sensitive to time and punctuality
- Team spirit and strategic thinking.

Academic Requirements:

- A Bachelor or Masters Degree or equivalence on Business Administration, marketing, Accountancy, HRM, or any other relevant qualification.
- Proven Computer Skills with a good typing Skills
- Those with good Diplomas in Office Management with a high knowledge on Computer & ICT may also apply
- Research skills and supervision will be added advantage

Ladies are highly encouraged to apply

Send your CV and application letter, attached with the photocopy of certificates and two recent passport size photos to reach the operations Director on or before **Friday 5th August 2011, 16:00Hrs.**

Firstly send electronically your letter and CV to od@edenconsult.net then post the hardcopy of the same and attached photocopies of certificated to;

THE OPERATIONS DIRECTOR
EDENCONSULT COMPANY LIMITED
540 MAGARI HOUSE, Opposite Mabibo Hostel
P O BOX 71762
DAR ES SALAAM

You can also deliver by hand, but make sure you send the electronic version first.