



1. Vacant Position: Office Assistant (1)

Key Responsibilities

- Perform Receptionist duties, use multi-line phone and direct calls; screen visitors and sign-up for visits; monitor conduct of visitors; and disseminate information;
- Intake mail; distribute to staff and sort inmate mail; screen inmate mail for contraband and inappropriate items; post outgoing mail;
- Assist staff in Records, Booking, Property, and Administration
- Cleaning, dusting and washing office windows, floor, tables, utensils, etc
- Maintain office tidiness and cleanness
- Walk, ride bicycles, drive vehicles, or use public conveyances in order to reach destinations to deliver messages or materials
- Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person.

Requirements:

- A minimum of one year of Customer Service, General Office, or Data Entry experience
- A high school diploma or equivalent certificate
- Proficiency in Microsoft Office
- Accurate and rapid data entry
- Strong attention to detail, and ability to multi-task
- Excellent verbal and written communication skills
- Proven organizational skills
- The ability to project a professional image to the customer and to represent the company in a positive manner.

2. GENERAL REQUIREMENTS

Other Skills & Competencies

- Excellent knowledge of different customs online systems in East and central Africa such as TANCIS, ASYCUDA, SIMBA, KENTRADE, and TRADEX systems
- Excellent Interpersonal and communication skills
- A very fast learner and attention to details
- Initiative and self-motivated
- Working in dynamic environment
- Flexible as the situation demand
- Working with people of different nature and culture (team player).
- Working under minimum supervision

3. MODE OF APPLICATION

Candidates are required to provide their detailed Curriculum Vitae by including copies of academic relevant certificates, Letter for Local Authority (Barua ya serikali za mitaa yenye picha) and three work related referees together with there cantactaddresses. The application should be submitted to:

General Manager

EPIC POINT LTD

4th Floor Luther House, Sokoine Drive

P.O. Box 14753, Dar Es Salaam

Tell: +255 22 2113105,

Email: info@epicpoint.co.tz

Web: www.epicpoint.co.tz

All the application should reach EPIC POINT LTD on or before 30/November /2017 at 12:00pm. Only shortlisted will be contacted.

NB: EPIC POINT LTD is an equally opportunity employer