



ADMINISTRATIVE ASSISTANT OPPORTUNITY WITH HILL GROUP

Hill Group is a group of companies registered to operate in the United Republic of Tanzania. The group started in early 2000 as a small agrovet shop business located at Mwenge, Dar es Salaam. For 24 years the group has enjoyed tremendous goodwill, growth reputation, and name recognition in the Tanzania market. HILL GROUP operates under the following companies: Salibaba Pellet Company Limited, Hill Packaging Company Limited and Hill Oil & Fats Limited

JOB SUMMARY

We are seeking an organized and proactive **Administrative Assistant** to support our team in various administrative and clerical tasks. The successful candidate will be responsible for assisting Human Resources office and Executives with their daily office needs and ensuring the efficient operation office and Front Desk.

The position reports to the Group Head of Human Resource.

Key Responsibilities:

- First point of contact for internal and external clients by directing calls professionally.
- Organize and schedule appointments using administrative software optimally
- Plan meetings, circulate agendas, and take detailed minutes to ensure clarity and follow-up on discussions.
- Draft, write, and distribute emails, memos, letters, faxes, and other correspondence with professionalism and accuracy.
- Develop and maintain an efficient filing system to store and retrieve documents easily.
- Update and enforce office policies and procedures to ensure smooth operations.
- Manage office supplies, including researching new suppliers and negotiating deals.
- Maintain and update contact lists to facilitate communication.
- Coordinate travel arrangements, ensuring cost-effective solutions for business trips.
- Submit and reconcile expense reports to keep financial records accurate.
- Provide support to office visitors, ensuring a welcoming and productive environment.
- Liaise with executive and senior administrative assistants to manage requests and queries from senior managers effectively.

Requirements and Skills:

- Proven experience as an Administrative Assistant.
- Familiarity with office management systems and administrative procedures.
- Proficient in using office equipment such as printers, scanners, and copiers.
- Strong proficiency in MS Office Suite, particularly MS Excel and MS PowerPoint.
- Exceptional time management skills and ability to prioritize tasks to meet deadlines.
- Outstanding attention to detail with strong problem-solving capabilities.



- Excellent verbal and written communication skills for effective interactions.
- Highly organized with effective multi-tasking abilities.
- Diploma or bachelor's degree in Administration required; additional qualifications as an Administrative Assistant or Secretary are a plus.
- Experience in Human Resource administrative work is added advantage.

Why Join Us?

At Hill group, we value teamwork, innovation, and commitment. Joining our team means you will be part of a dynamic work environment where you can grow and develop your skills. If you are detail-oriented, thrive in a fast-paced setting, and are looking to contribute to an organized and successful team, we would love to hear from you!

Interested and qualified **Send your CV and application to:** hill.recruitment@hillgoup.co.tz

Indicating the Job role above as the subject addressed to Group Head of Human Resource
P.O BOX 253, BAGAMOYO, PWANI-TANZANIA Or WhatsApp your application and documents to
0658 444 623

The closing date for applications is **23rd APRIL 2025.**

Only shortlisted candidates shall be contacted. Presentation of forged certificates will automatically disqualify candidate and may necessitate a legal action. We don't entertain canvassing.