JOB TITLE: Office Automation Specialist

Dar es-Salaam, Tanzania

The Office Automation Specialist at AFROIL Investment Group is a key role focused on optimizing office processes through the implementation and maintenance of technology solutions. This position plays a critical role in enhancing efficiency and effectiveness in the use of software tools, with a specific focus on office automation applications

Responsibilities

- Identify opportunities for office process automation and recommend suitable software solutions.
- Implement and maintain automation tools, ensuring they align with organizational goals.
- Integrate and customize software applications such as Microsoft Office, SAP ERP, HR system, PetroCard, and Tally to streamline business operations.
- Collaborate with the ICT team to ensure seamless integration with other systems.
- Provide training to end-users on office automation tools and best practices.

- Offer ongoing support to address user inquiries, troubleshoot issues, and optimize system usage.
- Implement and manage folder-sharing management systems, using AD services and/or other tools, to enhance collaboration and information sharing.
- Ensure the security and accessibility of electronic documents
- Analyze existing workflows and propose improvements through the use of automation.
- Work with various departments to understand their unique needs and implement tailored solutions.
- Continuously assess the user experience of office automation tools and implement improvements.
- Stay informed about industry trends to recommend innovative solutions.
- Collaborate with the ICT Manager and other team members to align office automation strategies with overall ICT goals.
- Facilitate effective communication and collaboration among team members through technology solutions.
- Ensure that office automation solutions comply with data protection and security policies.
- Collaborate with the ICT team to implement security measures and protocols.

Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- Proven experience in implementing and supporting office automation solutions.
- Familiarity with Active Directory, Microsoft Office Suite, SAP ERP, Tally, and other relevant office tools.

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities

HOW TO APPLY:

Send your application letter resume to : **hr@afroilgroup.co.tz**