



JOB TITLE: Personal Assistant & Office Administrator

Locations: Dar es Salaam

Time type: Full time

Time left to apply: End Date: April 6, 2025 (14 days left to apply)

Job requisition id: 615198WD

Management Level

Administrative

Job Description & Summary

About PwC

At PwC, our purpose is to build trust in society and solve important problems. We're a passionate community of solvers working together in unexpected ways to create solutions that untangle some of the world's most complex problems. We combine perspectives and technologies to create new solutions, and help our clients build trust and make a lasting difference. We're a network of firms in 149 countries with more than 370,000 people who are committed to delivering quality in Assurance, Consulting and Risk Services, Deals and Tax services. In Africa we're the largest provider of professional services with over 450 partners and over 10,000 people in 32 countries. This means that we're able to provide our clients with seamless and consistent Tax, Assurance, Deals and Consulting and Risk solutions, wherever they do business on the continent.

About the Role

We are looking for an experienced and highly organised Personal Assistant & Office Administrator to join our community of solvers. You will provide efficient and accurate executive administrative support to the Assurance Line of Service and its Partners. The role is critical to ensuring the smooth operation of the business through effective diary management, administrative coordination, and professional correspondence.

At PwC Tanzania, we are a human-led, tech-powered community of solvers. We approach problems with curiosity and collaboration. Together, we strive to make a positive impact and drive meaningful change. That is where our people come in, we believe your unique perspective can help us to deliver valued insights that make a real impact. Here, you will be surrounded by peers who have your back and leaders who support you, in an environment that encourages continuous learning and growth. You will have opportunities to showcase your skill in building relationships within the organization, particularly with Partners and client delivery teams.

Responsibilities

Specific responsibilities include but are not limited to:

- As a personal assistant, manage Partners' diaries, scheduling meetings and arrangement of necessary logistics daily;
- Provide administrative support to the line of service directors and allocated managers;
- Prepare and format proposals, presentations, client deliverables, and general correspondence;
- Proactively plan and provide logistical support for both internal and external meetings, conferences and workshops and ensure timely distribution of agenda and documents;
- Ensure an up-to-date filing system for all clients' correspondence and documents for both physical and electronic documents;
- Assist with billing i.e. creating invoices for clients based on instructions from job managers at various stages of an assignment;
- Provide logistical support for both internal and external meetings, conferences and workshops and ensure timely distribution of agenda and documents;
- Build strong relationships with broader functions teams within the Firm;
- Perform any other duties as assigned by the Office Manager.

Qualification and Experience

- Bachelor's degree in Business Administration or related field;
- Hold a recognised secretarial qualification;

- At least 3 years of relevant experience. Experience as a Personal Assistant to senior management will be an advantage.

Desirable skills and attributes

- Proficiency in Microsoft Office suite;
- Excellent communication skills, with the ability to engage with senior executives and high-level stakeholders;
- Strong ability to prepare professional correspondence, presentations and format reports;
- Attention to detail and ability to handle confidential information with discretion;
- Extremely organized and able to multitask and work in a constantly changing and dynamic environment;
- Proactive, able to work calmly under pressure and adhere to tight deadlines.

APPLY HERE