

Tel: +255-677-975-251/+255-715-800-430 | Email: [info.emcl.co.tz](mailto:info.emcl.co.tz) | Website: [www.emcl.co.tz](http://www.emcl.co.tz)

**EXACT MANPOWER CONSULTING LTD** is a Human Resources Management Consultancy and Business Support Services Provider located in Dar-Es-Salaam Tanzania. We have been in operation since 2011 offering the following services;

- Recruitment
- Business Process Outsourcing
- HR Services
- Industrial Relations
- Payroll Management
- HRM Systems (Electronic Human Resources Management Systems)
- HR Legal Compliance/Advice
- Career Coaching/Counselling
- Workshops/Training

We are currently recruiting on behalf of our client, a fast moving consumer goods retail Company.

#### **POSITION: PERSONAL ASSISTANT**

#### **RESPONSIBILITIES:**

- Conducting research and analyzing data to identify and define audiences
- Devising and presenting ideas and strategies
- Promotional activities
- Compiling and distributing financial and statistical information
- Organizing events and product exhibitions
- Updating databases and using a customer relationship management (CRM) system
- Coordinating internal marketing and an organization's culture
- Monitoring performance
- Managing campaigns on social media

#### **QUALIFICATIONS:**

- Bachelor's degree in sales, marketing or business administration or equivalent
- Five (6) years of related working experience
- Communication Proficiency
- Customer/Client Focus

Outsourcing | HR Consultancy | Industrial Relations | Training | Payroll Management | Recruitment



3rd Floor, The Arcade House,  
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- Leadership
- Presentation Skills
- Problem Solving/Analysis
- Results Driven
- Strategic Thinking
- Technical Capacity
- Business Acumen

#### HOW TO APPLY:

Please visit our job portal <http://jobs.emcl.co.tz/>

