

NAFASI za Kazi Safari Automotive Africa June 2025

POSITION: OFFICE ADMINISTRATOR

Location: Tanzania

Industry: Automotive

Company: Safari Automotive Africa

Employment Type: Full-time

Dates for Application: 09th June 2025 - 11th June 2025

About Us:

Safari Automotive Africa is a trusted company, with offices in six regions across Tanzania; Dar es Salaam, Arusha, Mwanza, Mbeya, Dodoma and Zanzibar, specializing in high-quality vehicle upholstery, interior to exterior restoration, and customization. With a strong focus on craftsmanship and customer satisfaction, we are growing rapidly and looking for dedicated professionals to join our team.

Job Summary:

We are looking for a well-organized and proactive Administrative Officer to support our daily operations. The ideal candidate will handle administrative duties efficiently, ensuring smooth office functioning and supporting various departments across the business.

Key Responsibilities:

- Oversee daily office operations and maintain office supplies and equipment
- Handle phone calls, emails, and walk-in inquiries in a professional manner
- Organize and maintain physical and digital filing systems
- Prepare reports, correspondence, and internal communications
- Schedule meetings, appointments, and assist with travel arrangements
- Support HR tasks such as employee records, attendance, and leave management
- Work closely with management to coordinate administrative tasks and project support
- Maintain company records and ensure compliance with local regulations

Requirements:

- Bachelor's degree in Business Administration, Management, or a related field
- At least one years of experience in an administrative role
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to work independently and with a team

Preferred:

- Previous experience in the automotive or upholstery industry is an added advantage
- Familiarity with basic bookkeeping, Workshop management or stock management is a plus

What We Offer:

- Competitive salary
- Supportive work environment
- Opportunities for career development
- A chance to grow with a leading automotive upholstery brand

How to Apply:

Interested candidates are encouraged to drop physically their CV and a brief cover letter at our **Dar Es Salaam office** located at **Kinondoni Morocco Block 41 near BRT Bridge**, before **11th June, 2025**.

For directions to our office, please contact us at +255 758 222 200.

NOTE: Female candidates will be given a first priority.

Thank you.

Safari Automotive Africa.

"The Future is Here"