



Vacancy Alert:

Administration Assistant (Front Office)

KEY RESPONSIBILITIES:

- ☒ Welcomes all visitors courteously, and operates switchboard effectively.
- ☒ Provide administrative support and attends to departmental queries.
- ☒ Organizes and coordinates staff meetings and events diary.
- ☒ Maintains clear communication channels among employees and external contacts.

QUALIFICATIONS:

- ☒ **Currently pursuing or recently completed a Bachelor's degree in:**
- ☒ Business Administration
- ☒ Public Administration
- ☒ Secretarial Certification is an added advantage.

MINIMUM REQUIREMENTS:

- ☒ Aged between 24-30 years
- ☒ Friendly with strong writing and communication skills.
- ☒ Experience as a receptionist or customer service role added advantage.
- ☒ Ability to work under pressure adhering to tight deadlines.
- ☒ Ability to work outside of standard business hours as needed.

HOW TO APPLY:

Interested candidates should send their **CV, Cover letter** and **Portfolio/sample of work where applicable** to hr@zifa.co.zw copy (cc) recruit.samaracc@gmail.com.

Remuneration negotiable and commensurate with your experience.

ZIFA