



# 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](mailto:hr@zifa.co.zw) copy (cc) [recruit.samaracc@gmail.com](mailto:recruit.samaracc@gmail.com).

**Remuneration** negotiable and commensurate with your experience.