

Position: **Executive Assistant**

Company: Sokabet

Position Title: Executive Assistant

Vacancies: 1 Post

Location: Dar es Salaam

Job Summary

Sokabet is seeking a highly organized, professional, and multilingual Executive Assistant to join our team in Dar es Salaam. The ideal candidate will provide high-level administrative support, manage executive schedules and travel, and bridge communication across teams through fluent translation and interpretation services in Turkish, English, and Swahili.

Key Responsibilities & Duties

- **Administrative & Executive Support:** Manage executive diaries, schedule meetings, coordinate travel arrangements, and handle official correspondence efficiently.
- **Multilingual Communication & Translation:** Translate written documents and interpret spoken conversations between Turkish, English, and Swahili seamlessly.
- **Information & Confidentiality Management:** Handle sensitive and confidential business information with high discretion and integrity.
- **Office & Software Operations:** Utilize Microsoft Office applications (Outlook/email, Excel, Word) to generate documents, reports, spreadsheets, and facilitate business operations.
- **Representation:** Maintain a professional appearance and uphold strong business etiquette while acting as a point of contact for executive stakeholders.

Requirements & Qualifications

- **Language Proficiency:**
 - Fluent in Turkish, both spoken and written (**Mandatory**).
 - Proficient in English and Swahili.
- **Work Experience:** Minimum of 2 years' experience as an Executive Assistant, Personal Assistant (PA), or in a similar administrative support role.

- **Technical Skills:** Advanced proficiency in Microsoft Office (Outlook, Excel, Word).

Core Competencies:

- - Exceptional organizational skills (diary, meetings, travel, and correspondence management).
 - Strong business etiquette and professional presentation.
 - Proven ability to handle confidential information with complete discretion.
 - Strong translation and interpretation abilities across Turkish, English, and Swahili.
- **Diversity Note:** Female candidates are strongly encouraged to apply.

How to Apply

Interested candidates should send their application via email to: hr@sokabet.co.tz