



BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – Administration Officer

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, Procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites job application for **Administration Officer**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Area
Position Title	Administration Officer
Reports To:	Finance and Administration
Employment Duration	June 2023 to June 2025
Job Type	Full Time

Purpose and scope of assignment

Administration Officer, should display good etiquette and thorough understanding of office management procedures. Ultimately administrative officer should be able to demonstrate exceptional organizational and time management skills to complete all duties to facilitate daily office operations.

Job responsibilities

- Responsible for overseeing all daily office administrative operation.
- Supervising office and house cleaners to meet the desired standard.
- Supervising administrative staff and ensure their reliability in service.
- Maintain and update Administration data/information on databases.
- Preparing expense reports and office budgets.
- Managing office and residential supplies and ensuring availability of stock.
- Systematically filing/storing important company documents.
- Maintain a company calendar and schedule appointments.
- Handling and management of company fleet.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Scheduling meetings and booking conference rooms.
- Performs other duties as assigned.

Job qualification, experience and skills.

Applicant should possess the following.

- Bachelor's degree in Public Administration, business administration or other related qualifications.
- Minimum 3 years experience on same roles.
- Proficiency in Microsoft Office applications..
- Excellent organizational skills and ability to multitask.
- Strong communication skills and the willingness to make phone calls, emails, and other communications.
- Exceptional customer service skills.

Apply to:

All Applications should be sent by email to jobs@bbnltd.co.tz (Max. Email & attachment size: 20 MBs and all attachments to be combined in a single document) on or before 09th June 2023, 17:00hrs.

NOTICE; NO HIRING AT THE GATE!!!

PLEASE NOTE, if you are not contacted within 2 weeks after deadline date, consider your application unsuccessful.