

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

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 Clerk**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Port
Position Title	Administration Clerk
Reports To	BBN Ltd. Finance and Admin Management
Employment Duration	April 2023 to April 2024
Job Type	Full Time

Purpose and scope of assignment

Responsible for performing ad hoc administrative function and all works under the responsibility of the administrative affairs in line with company regulations and instructions of Administrative superiors.

Job Responsibilities

- Assist Administrative superiors in all matters relating to Administrative Affairs
- Managing office inventory and updating Administrative Superiors to ensure good order and regular supply of office materials
- Compiling and maintaining records of office transactions
- Collect and/or distribute documents and parcels accordingly
- Prepare communications such as memo, emails and other correspondence
- Prepare reports and presentation with statistical data as assigned
- Schedule in house and external events
- Organizing transportation for incoming and outgoing people
- Ensuring housekeeping is in good order
- Keeping vehicle tracking list up to date with the vehicle dispatcher

Job Qualification, Experience and Skills

Applicant should demonstrate the following

- Diploma or Bachelor's degree in any related field
- Basic knowledge of bookkeeping
- Good communication skills in both oral and writing
- Proficient in Microsoft Office
- Excellent organizational skills

Apply to:

All applications should be sent by email to jobs@bbnltd.co.tz (Max. Email & attachment size: 20 MBs) on or before 11 April 2023, 6PM Tanzanian Time.

NOTICE; NO HIRING AT THE GATE!!!

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