



## We're Hiring

**Keda (T) Ceramics Co Ltd** wishes to recruit qualified candidates to fill the following open positions.

**Position: Administration Supervisor**

**Working Location: Mkuranga Pwani.**

### Job summary;

Monitor and organize administrative purchasing, attendance control, asset management and reception according to the needs of the various jobs in the branch. Cooperate with and assist the Admin Manager in providing administrative services and work support, and ensure the normal functioning of administrative work.

### Key Activities

- Responsible for the standardized management of the application of administration products and administrative purchases of each department, in accordance with the administrative purchasing regulations of the branch.
- Oversee and manage the registration of the procurement register.
- Responsible for the distribution and management of administrative assets, and ensuring the timely and reasonable allocation of assets.
- Responsible for the registration and management of the register of administrative assets, the organization of the regular administrative inventory, the accuracy of the data of the registers and the security of the stock.
- Manage the day-to-day affairs of the department as well as the coordination of staff to ensure the smooth running of the department.
- Responsible for the business orientation and performance evaluation of the department's employees. Cooperate with the human resources department to organize regular training of employees, improve the quality and level of logistics services
- Reasonably plan the use of vehicles, coordinate the use of vehicles by different departments and control vehicle expenditures.
- Supervise and manage the administrative staff.
- Create and implement processes to improve efficiency and effectiveness of administrative functions.
- Ensure compliance with organizational policies and procedures.

- Act as a liaison between administrative staff and management.
- Develop and maintain departmental documentation, including standard operating procedures and work instructions.
- Oversee the scheduling and planning of meetings, events, and travel arrangements.
- Monitor and manage departmental budget.
- Provide training and support to staff to ensure they have the necessary skills to perform their job functions effectively.

### **Academic Qualification and skills required**

- Bachelor degree in Business Administration, Public Administration or any other related fields with 3 - 5 GPA
- Strong and proven 7--10 years' experience in the same role
- Age is 35-45 Years.
- Strong Microsoft office application with data analysis skills
- Excellency communication skills
- Strong management skills.
- Problem solving and decision making
- Strong ethics and liability
- Ability to learn
- Having law background and working in big companies with more than 400 staffs.

### **General Behavior:**

- Must be self-driven, energetic, creative, and possess strong leadership skills.
- Ability to project a strong, positive image of him/herself and the Company.
- Able to operate in a performance driven organization.
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic.
- 

### **Application mode**

Qualified Candidates send an updated copy of cv to the following emails

[\*\(kedagf\\_tz\\_hr@twyfordtile.com\)\*](mailto:kedagf_tz_hr@twyfordtile.com)

The deadline for the application is 17<sup>th</sup> November2023.

Only shortlisted candidates will be contacted.