



NOTICE OF VACANT POSITION

REGIONAL SECRETARY

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned post in our Operations Department. The incumbent will report to the Regional Manager-Eastern and will be based at Mutare Coffee Depot.

QUALIFICATIONS AND EXPERIENCE

- 5 'O' Levels including English Language and Mathematics/Accounts.
- Higher National Diploma in Office Management /Business Management or equivalent.
- Degree in Office Administration and Technology will be an added advantage.
- At least three (3) years' experience in a similar position.

CORE COMPETENCES

- Excellent communication skills both written and verbal.
- Ability to work under pressure and/or during odd hours with minimal supervision.
- Well groomed.
- Honest, patient, mature, integrity, confidential and tact.
- Excellent computer skills.

SUMMARY OF DUTIES

- Maintains the diary of the Regional Manager.
- Coordinates regional/departmental meetings and produces minutes.
- Compiles monthly report for the region.
- Consolidates stock figures from depots within the region.
- Coordinates regional office activities.
- Develops and maintains an up to date filing system.
- Accounts for petty cash.
- Types all correspondence for the office.
- Handles travel arrangements for the Regional Manager.
- Any other work related duties as assigned by the Superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: recruitment@gmbdura.co.zw. Not later than 25 October 2023.

Please note that only shortlisted candidates will be contacted.