

Job Title: Intern

Location: Dar es Salaam

Type: Paid Internship

Duration: 1 year with the possibility of retention

Overview:

We are seeking a dynamic and versatile intern to join our team. This position is ideal for someone eager to gain a broad range of skills and experiences across different departments within our organization. The successful candidate will assist with various tasks and projects, providing support wherever needed.

Key Responsibilities:

- **Administrative Support:**
 - Assist with general office duties including filing, data entry, and answering phones.
 - Schedule and coordinate meetings, appointments, and travel arrangements.
- **Marketing Assistance:**
 - Support the marketing team with social media management, content creation, and market research.
 - Help organize and promote events and campaigns.
- **Research and Analysis:**
 - Conduct desktop research on various topics as required by different departments.
 - Analyze data and compile reports to support business decisions.
- **Operations:**
 - Support day-to-day operations to ensure the smooth functioning of the office.
 - Help with inventory management and procurement of office supplies.

Qualifications:

- Recently graduated from a relevant degree program.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Enthusiastic, adaptable, and willing to learn new skills.

Preferred Skills:

- Experience with social media platforms and digital marketing tools.
- Familiarity with project management tools and software.

Benefits:

- Competitive compensation.
- Hands-on experience in various aspects of business operations.
- Opportunity to work with a diverse and talented team.
- Professional development and learning opportunities.
- Potential for future employment opportunities based on performance.

How to Apply: Interested candidates should send their resume and a cover letter explaining their interest in the position and how their skills and experiences align with the role specified above

Send your documents to contacts@saharaventures.com