



WE'RE HIRING

OFFICE & OPERATIONS COORDINATOR

At MITzKITS, we're passionate about advancing STEM education through innovative kits and hands-on learning programs. We're looking for an Office & Operations Coordinator to play a key role in ensuring the smooth and efficient functioning of our daily operations. From managing the office to supporting teams, you'll be at the heart of our mission to deliver excellence in everything we do!

Responsibilities

- **Office Management:** Oversee day-to-day operations, maintain a clean and professional workspace, and manage office supplies and resources.
- **Customer Engagement:** Build and maintain strong relationships with parents, schools, and stakeholders, ensuring high levels of satisfaction.
- **Event Coordination:** Assist in organizing programs, workshops, and events, handling logistics and communications for seamless execution.
- **Process Improvement:** Support the development of efficient processes and procedures to enhance operational effectiveness.
- **Business Support:** Help create reports, presentations, and official communications, and contribute to sales and outreach efforts.

Qualifications

- A degree or diploma in Business Administration, Operations Management, or a related field.
- Strong organizational, communication, and multitasking skills.
- Proficiency in office software (e.g., Microsoft Office) and familiarity with inventory or document management systems.
- A proactive, problem-solving attitude and a passion for teamwork and customer service..

Women are encouraged to apply



Apply via

<https://www.mitzkits.co.tz/jobs>

Job Location : Mwanza, Tanzania