

Dar es Salaam

REVEURSE

Tanzania

We are Hiring!

PERSONAL EXECUTIVE ASSISTANT

Join Our Team

We are seeking a highly intelligent, detail-oriented, and proactive Personal Executive Assistant to provide comprehensive support to a senior executive in a fast-paced legal environment. The ideal candidate will demonstrate strong analytical ability, exceptional organizational skills, and the capacity to anticipate needs and manage competing priorities effectively.

This role also offers long-term growth potential, with the opportunity to gradually take on broader office operations responsibilities.

Responsibilities

1. Provide high-level administrative and executive support
2. Manage and monitor email communications, ensuring timely follow-ups and responses
3. Track pending matters and proactively remind the executive of key actions and deadlines
4. Assist in reviewing and understanding legal and client-related matters
5. Coordinate meetings, appointments, and client interactions
6. Maintain organized records, documents, and filing systems

Qualifications & Skills

1. Bachelor's degree in Law, Business Administration, or a related field
2. Previous experience as an Executive Assistant, Personal Assistant, or in a similar role is an advantage
3. Experience in a legal or professional services environment is a plus
4. Strong intellectual ability with excellent attention to detail
5. Ability to quickly grasp legal concepts and client requirements
6. Highly proactive, with strong follow-up and communication skills
7. Exceptional organizational and time management abilities
8. Professional, discreet, and dependable
9. Ability to work effectively in a fast-paced and demanding environment
10. Strong written and verbal communication skills



Send your CV only to:
reveurse@reveurse.co.tz

Deadline: 7th April 2026 at 17:00hrs.
Only shortlisted candidates are to be contacted.

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