

Administration & IT Executive (An 80) – Based Mozambique Ref: [BTJ19007](#)

TBP has opened a new position in Maputo, Mozambique for a brand new position: Administrative & IT Executive which we are calling an '80' for short. This position reports to the Country Manager & has a wide remit which comprises:

Office based support – keeping systems up to speed. We based in a Regus business centre who take care of most things.

IT installs, configurations – involves setup of android devices and pcs to properly accommodate CEPS (our company software), assist clients to resolve issues and complete all documentation online.

Liaise with M-Pesa and Banks as appropriate to help with opening accounts for our clients' buyers.

The ideal candidate will be proactive and someone who likes and understands technology (pc and mobile based), while being able to perform administrative duties and tasks.

Responsibilities

- Installing software & subsequent user training
- Train the Trainer
- Administration of procedures
- Support of clients' buyers in opening accounts with banks or mobile money.

Experience

- A background in sales or business development from the distribution industry is highly valued
- The ability to plan your day carefully and accurately.
- To be able to work at 80 KPH – i.e. work fast but maintain a sense of humour.
- English/Portuguese languages required

If this is the business development role you have been searching to find then we should talk; please email your CV and cover letter to tristram@thebusinessphone.com and include your LinkedIn, SKYPE, WhatsApp, Viber details plus

- Driver's license (Motorbike license will be of preference)
- Copy of Driver's license
- Copy of Certificates