



Achieving Business Excellence Through Standards

OFFICE ASSISTANT 1

Applications are invited from suitably qualified persons to fill the posts of Office Assistant (fixed term contract – 6 months) that has arisen within the Standards Association of Zimbabwe. The purpose of the job is to provide efficient office support services through the maintenance of a clean, orderly and welcoming work environment, while ensuring the timely provision of refreshments, internal mail distribution, kitchen stock control, laundry coordination, and preparation of meeting and training facilities.

Main Responsibilities

- Serving staff and clients with teas, refreshments and lunches.
- Maintaining the kitchen and ensuring that it is clean and orderly at all times.
- Collecting, cleaning and properly storing kitchen utensils.
- Collecting and distributing internal mail.
- Coordinating staff laundry for cleaning.
- Requisitioning consumables and kitchen provisions.
- Setting up training rooms and boardrooms as required.
- Controlling kitchen stocks and maintaining appropriate re-order levels to avoid shortages.
- Supporting general office cleanliness and ensuring a professional working environment.

Job Specifications

- Ordinary Level passes.
- At least two years of proven experience in a similar cleaning, office support or janitorial role.
- Customer care training will be an added advantage.
- Ability to work with minimum supervision.
- Good communication and interpersonal skills.

Applications accompanied by detailed CV shall be forwarded to hr@saz.org.zw by 23 August 2026

"SAZ is committed to an inclusive work environment that values diversity and promotes equal opportunities for all."