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WE ARE HIRING

BUSINESS OPERATIONS COORDINATOR

Duty Station: Iringa, Tanzania | **Frequent travel to project locations**

ROLE PURPOSE

Coordinate the day-to-day operations of Flying Dream and ensure that people, projects, clients, technology activities and internal processes move according to plan. The role serves as a central coordination point, keeping actions, deadlines and responsibilities visible and followed through to completion.

KEY RESPONSIBILITIES

- Coordinate daily company operations, activity schedules, meetings, priorities and action trackers.
- Track ongoing projects, consulting assignments, deadlines, deliverables and implementation risks.
- Coordinate staff, consultants, trainers and field teams before and during assignments.
- Follow up client requests, meeting actions, commitments and routine stakeholder communication.
- Coordinate HR administration including attendance, leave, timesheets, onboarding and staff follow-up.
- Coordinate technology-related assignments between management, users, clients and the technical team.
- Work with Finance and Administration on operational requirements, procurement and activity logistics.
- Prepare concise weekly operational updates for the CEO and escalate delays or issues requiring decisions.
- Support improvement of internal systems, workflows, documentation and operating procedures.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Management, Project Management, Human Resources, Agribusiness, Economics, Development Studies or a related field.
- At least 2 years of relevant practical experience in operations, project/programme coordination, business administration or management support.
- Good written and verbal communication skills in English and Kiswahili.
- Good computer skills and confidence using Microsoft Office, Google Workspace and other digital business tools.

WHAT WE ARE LOOKING FOR

- Strong organization, coordination and follow-up skills.
- Clear, professional communication and confidence engaging colleagues, consultants and clients.
- Ability to manage several priorities and deadlines at the same time.
- Initiative and ability to work with limited supervision.
- Good judgment and ability to identify problems early and escalate appropriately.
- Attention to detail, good documentation and report-writing skills.
- Willingness to learn new digital systems and coordinate technology-related work.
- Integrity, confidentiality, adaptability and willingness to travel when required.

SUCCESS IN THIS ROLE

- Projects and company activities progress according to agreed schedules.
- Actions from meetings are consistently tracked and followed up.
- Client requests and commitments receive timely attention.
- Operational problems and delays are identified early.
- Management receives clear information on what is completed, pending, delayed or requires a decision.
- Company operations become more organized, predictable and efficient.

IDEAL CANDIDATE

An early-career professional who already has practical exposure to coordinating people, projects or business operations and is ready to take greater responsibility. We particularly value someone proactive, organized, communicative and able to follow through without requiring continuous instruction on routine matters.

NB: Women candidates are strongly encouraged to apply.

Application Method	Submit your application through Flying Dream Company Limited's official recruitment email: careers@flyingdream.co.tz . Subject: Application – Business Operations Coordinator
Application Deadline	30 th September 2026
Required Documents	Curriculum Vitae (CV) and a short cover letter.

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