

Administration Graduate Trainee Opportunity

Topline Research Solutions is seeking for a motivated IT and Administration Graduate Trainee in Harare, Zimbabwe.

Requirements:

- ✓ First degree in Information Technology (IT) or related field from a recognized university.
- ✓ At least 1 year of IT and administration experience.
- ✓ Proficient in MS Word, Excel & PowerPoint
- ✓ Good communication and writing skills.
- ✓ Ability to engage, support and deal with multiple instructions.

Duties and responsibilities:

- ✓ Front office management.
- ✓ Projects administration.
- ✓ Distilling and sharing insights from past reports, client websites and strategic documents.
- ✓ Initiating and managing self-initiated research.
- ✓ Promote digital research through developing respondent databases.
- ✓ Achieving monthly digital research revenue targets

Deadline : 30 November 2025

Email your CV to:

mary@toplineres.com