

VACANCY

Job title:	Administrator – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To perform various administrative and driver tasks to support the operations staff. The Office Assistant/Driver will undertake a variety of activities in the office.
Location:	Ekurhuleni
Closing date:	15 October 2021
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.	

Key performance areas

- Manage the procurement and distribution of airtime to all project teams
- Maintain project files and records so they remain updated and easily accessible
- Sort and distribute tools and resources to all facilities.
- Assist with bulk printing for facility-based staff.
- Assist with submission of invoices and payments follow-up.
- Take minutes of meetings during procurement related meetings.
- Assist in office management and organization procedures.
- Monitor stocks of office supplies and report when there are shortages.
- Assist in making travel arrangements and booking venues for conferences and events
- Fulfil messenger and driver duties for the team.
- Transporting employees to and from meetings and the facilities.
- Collecting and delivering classified documents.
- Rendering fleet management support
- Maintaining knowledge on the policies and procedures applying to the working environment particularly regarding vehicles.
- Doing other ad-hoc functions as determined by the Office Manager.

Required minimum education and training

- Matric.
- Computer literate in standard MS Office packages.
- A valid code 10 driver's license with PDP and no endorsements.

Desirable additional education, work experience and personal abilities

- Proven experience as office clerk or other clerical position.
- Working knowledge of office devices and processes.
- Very good knowledge of MS Office.
- Excellent communication skills.
- Very good organizational and multi-tasking abilities.
- Knowledge of the Road Traffic Act.
- Must manage vehicle appropriately.
- High level of trustworthiness and reliability.
- Physically fit.

- Excellent communication skills.
- Self-discipline.

Required minimum work experience

- 2 Years' relevant experience.

Demands of the job

- Able to work in a demanding environment and adapt to changes.
- Must be contactable after hours for any unplanned emergencies or queries.

Communications and relationships

- Ability to establish and maintain effective working relationships with internal stakeholders at all levels within the organisation, as well as all external stakeholders.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV and Vaccination card.