

Job Title:	Office Administrator	Job Category:	Secretarial
Department/Group:	Minara Gauteng	Hours:	09.00 – 16.00
Location:	6 Western Service Road, Wendywood Johannesburg Gauteng	Overtime: Travel Required: Start Date:	Occasionally Occasionally Locally Immediate upon appointment
Salary:	R 7 500.00 p/m	Position Type:	6 Month Contract
HR Contact:	Shaheen Hoosen	Date Posted:	22 June 2018
Will Train Applicant(s):	On the Job Training	Posting Expires:	30 June 2018

Applications Accepted By: Shaheen Hoosen

EMAIL CV TO :

Email : gtn@minara.org.za
Subject Line: Admin Vacancy

Hand Delivered :

Att : Shaheen Hoosen
6 Western Service Road,
Wendywood
Johannesburg, 2148

Job Description

A successful Administrative Officer will act as the point of contact for all internal and external stakeholders, providing administrative support and managing their queries. Main duties include managing office, preparing regular reports (e.g. expenses and office budgets) and organizing company records. If you have previous experience as an Office Administrator or similar administrative role, we'd like to meet you. Our ideal candidate also has working knowledge of office equipment and office management tools. Ultimately, you should be able to ensure our administrative activities run smoothly on a daily and long-term basis.

ROLE AND RESPONSIBILITIES

- Performs a wide variety of administrative activities;
- Assembles materials for analysis and makes reports;
- Assists in preparation of reports and other notes/documents
- Compiles records of data necessary to the determination of agency policy; Assists in the development and implementation of office procedures, routines and/or planning the efficient flow of work;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule, organize and arrange in-house and external event

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Proven work experience as an Administrative Officer, Administrator or similar role
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail

PREFERRED SKILLS

- Consistently organised
- Able to prioritise a changing to-do list
- Excellent attention to detail
- Excellent written and verbal communication skills
- Uses initiative
- Comfortable working both individually and as part of a team
- Quick learner
- Ability to work co-operatively with a wide variety of people
- Reliable, dependable and willing to 'pitch in' at all times
- High degree of confidentiality
- High level of personal presentation

ADDITIONAL NOTES

This position offers an exciting opportunity to make a difference to the country for the candidate who maintains a high work ethic with high integrity. We will discuss a 6 months bonus with the suitable candidate based on minimum targets agreed upon.