

ADMINISTRATIVE OFFICERS (2): CORPORATE SERVICES AND INVESTMENT PROMOTION DIVISIONS

PURPOSE OF THE JOB

The Administrative Officers will provide day-to-day support to the Executives for Corporate Services and Business Development and Investment Promotion respectively.

KEY RESPONSIBILITIES

Preparation of Business Correspondence and Records

- Providing administration support to the Department
- Typing of memos and letters when required
- Compiling registers (legal, risk and compliance)
- Capturing and archiving of documents on the documents managing system
- Ensuring that all filing is completed within the agreed timeframe in line with TASEZ's practices
- Managing access to archives
- Preparing presentations
- Managing courier service on behalf of the Department
- Assisting with research when required

Diary Coordination

- Managing Corporate Services Senior manager's diary
- Ensuring that relevant documentation is prepared and received prior to meetings
- Arranging refreshments for meetings
- Taking minutes during meetings and distribute approved minutes to all relevant stakeholders within the agreed timeframe

Coordinate Travel

- Booking of flights, accommodation and vehicle hire
- Confirming reservations prior to departure
- Performing cancellations or changes and inform relevant traveller accordingly.
- Ensuring timeous travel authorisation by relevant approvers

General Administration

- Placing stationary orders and other requirements for the Department
- Maintaining stationary stock levels within acceptable standards
- Filing of faxes and email confirmations
- Maintaining electronic and hard copy filing system
- Scanning, copying, printing, faxing and binding of documents required for the Business Unit.
- Initial preparation of forms and statutory returns
- Stand in as Executive's assistant when required

COMPETENCIES/KNOWLEDGE

- Document management competency is critical for this role.

REQUIRED SKILLS

Planning and organising	Conflict management
Interpersonal	Excellent typing
Working under pressure	Coordination
Communication	Minute taking

ATTRIBUTES

- Ability to work in harmony with co-workers.
- Honesty
- Flexibility
- Strong work ethic
- Determination

QUALIFICATIONS

- Grade 12
- Certificate in Office Administration
- A National Diploma in Office Administration will be advantageous

WORK EXPERIENCE

- A successful candidate will be required to have at least a 1-year experience in operational secretarial/administrative role.

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications **08 August 2022**.