

ASSISTANT OFFICER: ADMINISTRATION: ZONE OPERATIONS DIVISION

PURPOSE OF THE JOB

The overall function of this role is to provide administrative support to the Zone Operations Department.

KEY RESPONSIBILITIES

Preparation of Business Correspondence and Records

- Providing administration support to the Department
- Typing of memos and letters when required
- 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

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 & organising	Conflict handling
Interpersonal	Excellent typing
Communication	Coordination
Working under pressure	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 **18 July 2022**.