



V A C A N C Y

ADMINISTRATOR - MIDDELBURG

The above-mentioned position based at Middelburg and reporting to the Branch Administrator has become available.

PURPOSE:

This position reporting to the Branch Administrator, would be to co-ordinate stationery, uniforms and PPE, personnel schedules (including travelling, training, leave and leave applications), meeting minutes, including processing of orders and payments for such requirements. Successful applicant is to ensure that all processes are carried out in compliance with the ELB Equipment standards, to ensure and maintain excellent reputations with suppliers, both internal and external, whilst continuously striving for improvement of methods and systems.

KEY JOB FUNCTIONS:

Administration Duties

- Creating, typing and distribution of various documents and electronic information, as well as correspondence. spread sheets, maintain records and databases
- Answering and Screening of Calls
- Co-ordinating departmental leave applications
- Arranging travel quotes, bookings and payments and distribution of booking confirmations
- Arranging Training facilities and luncheons for overseas and local visitors
- Order placing, receiving and payment expediting
- Departmental Filing
- Prepare job files for costing and repair
- Interpret instructions and issues arising and then implement actions according to administration policies and procedures
- Communicate and provide information to relevant methods internally and externally to assist and enable effective operations in the business
- Ad-hoc assignments as and when required

Leadership - Self

- Self-driven, motivated and serious about professionalism.
- Committed to team objectives.
- Innovative in contribution to result improvements.

Planning & Monitoring

- Dynamic and able to identify, set own priorities
- Skilfully apply focus to reach targets and completing priorities
- Ability to report on daily activities

Supplier and Customer Relationships

- A Clear understanding of customer/ supplier relations

QUALIFICATIONS & EXPERIENCE:

- Matriculation
- Secretarial and Administrative experience (3yrs) beneficial
- Good written and communication skills in English and Afrikaans
- Computer literate in Outlook, Word and Excel
- Industry exposure would be beneficial

PERSONAL ATTRIBUTES:

- A high level of enthusiasm, motivation and dedication
- Numerical ability and attention to detail is essential
- Able to work effectively under pressure
- A proactive and challenging personality
- Able to solve problems and be Innovative and creative
- Sound interpersonal communication skills (internal and external liaison)
- Must have own vehicle and valid driver's licence

*Candidates that are Interested and are Suitably qualified are encouraged to apply by forwarding a copy of their application form and supporting CV's to Athelia Hattingh in the HR, or by e-mail on or before **08 October 2021**, late applications will not be considered. Related enquiries can be directed by telephone on Ext 730. If you have not had a response a week after closing date please deem your application as unsuccessful.
Issue date: 28 September 2021.*