

POSITION TITLE: OFFICE ADMINISTRATOR

The Shine Centre, based in Wynberg, Cape Town, seeks an Office Administrator to provide administrative support for the office and all training functions. The Office Administrator reports to the Operations Manager on administrative and training matters. However, the position requires a highly motivated, self-driven and well-organised individual to fulfil multiple administrative and logistical tasks.

RESPONSIBILITIES

General Office Administration

- 1) First point of contact for telephone calls and visitors arriving at the office.
- 2) Ensure that all telephone calls are appropriately routed and dealt with and messages delivered in a timeous manner to appropriate persons.
- 3) Monitor usage of facilities to ensure that venues and meeting rooms are kept clean and tidy at all times and a meeting room timetable is managed.
- 4) Manage staff refreshment facilities including the maintaining of stocks.
- 5) Maintain stationary stock for the office and ensure that supplies are ordered timeously.
- 6) Provide administrative support across the office including PA support to the Executive Director and back up admin support for other managers as required.
- 7) Assist visiting colleagues from the centres with administrative tasks.
- 8) Review and manage general mail box via email.
- 9) Sort incoming and outgoing paper mail including collecting post from local post office box.
- 10) Manage filing and other tasks that may be assigned from time to time.
- 11) Manage Petty Cash of the office and report to the Accountant on a regular basis.
- 12) Manage the filing of accounts/statements from vendors and report to the Accountant on a regular basis.
- 13) Manage discreet activities that may be assigned to him/her by the Executive Director and Operations Manager from time to time.
- 14) Manage the CEO's diary and travelling arrangements.
- 15) Be in charge of the administrative side of two main events each year. One being the Argus Cycle Tour.

Training Co-ordination

- 16) Be the first point of contact for persons wishing to find out about training courses.
- 17) Undertake all coordination of Shine training events including the preparation of all training resources.
- 18) Book and/or prepare venues and meeting rooms for meetings/training workshops (including arranging refreshments as required and ascertaining specific IT requirements of meetings).
- 19) Maintain contact and communicate clearly with trainees (participants?) and trainers to ensure smooth running of the training events.

QUALIFICATIONS

- 1) High school qualification i.e. Matric and preferably with a secretarial college qualification
- 2) Must be fully conversant in English and have a working knowledge of one other South African language (preferably Afrikaans or isiXhosa).
- 3) Excellent written and oral communication skills.
- 4) Friendly disposition whilst maintaining professionalism and high standards of engagement with internal and external individuals.
- 5) Ability to multi-task essential.
- 6) Must have a positive outlook and professional demeanour.
- 7) Be neat and presentable.
- 8) High levels of attention to detail, efficiency and ability to organise administrative tasks are essential.
- 9) Excellent logistics skills and experience in coordinating training sessions is highly desirable.
- 10) Ability to undertake day-to-day tasks with minimal supervision and take initiative where required.
- 11) Demonstrated proficiency in MSWord, Outlook, Excel, Power Point.
- 12) A driver's licence is essential and owning your own car would be favourable.