

JOB PROFILE

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| **POSITION DESCRIPTION** |
| **Position Title** | **Administrative Assistant – Chris Hani District** |
| **Description** | The incumbent will administratively support the District Office as a whole, with specific support in relation to diary management, typing and other clerical duties. Additionally, the incumbent will serve as a relief for the Receptionist as requested and as appropriate. |
| **Directorate**  |  |
| **Reports To** | District Manager  |
| **Position location** | District Office |
| **Peromnes Grade** |  |
| **Number of Direct Reports** | N/A |

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| **POSITION REQUIREMENTS** |
| **Minimum Qualification** | 1. Matric/ Grade 12 plus
2. National Diploma in Office Administration
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| **Essential Experience** | 1. Min 2 years in general administration and customer service
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| **Knowledge** | * Basic Office Administration and Management
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| **Skills & Abilities** | 1. Excellent communication skills
2. Problem-solving
3. Customer service orientation
4. Interpersonal skills
5. Flexibility
6. Integrity
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| **MAIN AREAS OF RESPONSIBILITY** |
| General Office Administration  | * Manage the District Manager’s diary
* Prepare and maintain the District Manager expense report in relation to travel expenses as well as in relation to supplies and stationery per individual within the Department
* Type letters, reports, memoranda, agendas, meeting minutes and produce documents of a professional nature i.e. without spelling/grammatical errors.
* Bind and photocopy documents as appropriate and complete other clerical and administrative functions as required or as requested
* Maintain attendance registers for staff within the District office, follow-up on unexcused absenteeism and report to the District Manager as appropriate or as agreed
* Establish and maintain an effective document management and filing system, and file documents to ensure confidentiality of information as appropriate.
* Ensure office equipment is always in working order, and plan & organise equipment servicing prior to scheduled service due date.
* Replenish stationary before any shortages occur.
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| Meeting management | * Support in the preparation of meeting agenda and meeting packs
* Attend meetings as requested, and record minutes as appropriate.
* Distribute meeting minutes within specified or agreed upon timeframes
* Follow-up with appropriate person(s) to ensure that action points are implemented as per the meeting minutes and provide feedback at subsequent meetings
* File all meeting minutes for easy retrieval and reference at any point in time.
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| Function Arrangements | * Support the organisation of function venue & catering arrangements including confirmation of booking prior to functions
* Compile the agenda and other documentation in conjunction with the appropriate managers prior to function, and distribute to relevant parties.
* Book speaker(s) ahead of function and send confirmation / reminder emails prior to the function.
* Order printing, stationery & equipment requirements for the function, and ensure availability of required resources in good working order e.g. projectors, flip chart paper, gifts for speakers, etc.
* Liase with supply chain officer as appropriate for procurement purposes
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| Travel Management  | * Work in conjunction with Supply Chain Officer to make all travel arrangements (flights, accommodation and car hire) ensuring accurate travel bookings at all times.
* Ensure adequate communication of travel arrangements to relevant party(s) provide them with appropriate documentation i.e. itineraries, prior to travel. Confirm logistics of travel with person(s)being visited
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| **KEY RELATIONSHIP INTERFACES** |
| **Internal Relationships - other than reporting lines (manager and subordinates).** \* | **External Relationships (With Local/Provincial structures and other key parties, specify)** |
| * All directorates and units as support function
 | * Service Providers
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| Signed by:(**Job Holder)** | Authorised by: |
| Date: | Date: |