



<https://jobsinjoburg.co.za/job/administrative-assistant-vacancy-sebenza-kempton-park/>

Administrative Assistant Vacancy Sebenza, Kempton Park

Description

Are you a highly organized individual with a keen eye for detail? We are looking for a Administrative Assistant to join our dynamic team.

Responsibilities

- Provide administrative support to ensure efficient operation of the office.
- Answer and direct phone calls.
- Organize and schedule appointments.
- Maintain contact lists.
- Produce and distribute correspondence memos, letters, faxes, and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Provide general support to visitors.

Qualifications

- Proven experience as an administrative assistant or office admin assistant. (1-2 years experience)
- Knowledge of office management systems and procedures.
- Excellent time management skills and ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Proficient in MS Office (Outlook and Excel)
- Grade 12 (Matric)

Contacts

If you do not receive any communication from us within 14 days of submitting your application, please consider your application unsuccessful.

Hiring organization
Jobs in Johannesburg

Employment Type
Full-time

Job Location
Sebenza, Kempton Park, South Africa

Base Salary
R 12000

Date posted
May 9, 2024

Valid through
31.05.2024