

ADMINISTRATION COORDINATORS

(X2 PERMANENT) • (R426,942.65 - R522,129.25 P/A)

JOB PURPOSE: To coordinate administrative and secretarial activities in the Regional Manager's office; collate and record all administrative reports and documentation. Execute all other assigned administrative activities within the office.

KEY PERFORMANCE AREAS

Secretarial and Administrative tasks: Coordinate special activities such as interviews, workshops and other activities • Provide administrative support to the Manager during official visits • Organise and attend meetings with Manager; take minutes thereof and coordinate action items post meetings • Coordinate required actions arising from stakeholder engagements • Liaise with Head Office regarding Finance, Human Capital and Communications matters • Devise and maintain an office system including filing and data management • Ensure and maintain stationery stock availability • Coordinate, monitor and direct the acquisition of supplies, IT systems, office facilities, records storage, retrieval systems and forms • Compile and update project lists • Communicate events on behalf of the department • Coordinate transport arrangements, visa, accommodation, tickets to ensure efficient and effective execution of duties • Arrange catering for all functions • Coordinate office activities and functions; uphold a positive image thereof.

Financial Administration: Manage the regional office's petty cash float • Monitor office administration operational expenditure • Initiate the procurement of office supplies according to the policies and procedures of JCPZ.

Reports: Produce documents, brief papers, reports and presentations as directed • Compile weekly and monthly budget reports • Track down open orders.

MINIMUM JOB REQUIREMENTS: Grade 12 or equivalent (NQF level 4) • National Diploma or Degree in Office Management or Business Administration or Public Administration • Minimum of 3 - 5 years' experience in general administration • Computer literacy will be added advantage.

COMPETENCIES: Planning and Organising • Financial Acumen • Computer Literacy • Diary Management • Report Writing • Administration Best Practices • JCPZ policy and procedure framework • Alignment with JCPZ values • SHERQ Requirements • Integrity and honesty • Interpersonal Skills • Results orientation • Resilience • Creativity and Innovation • Task management and time management.

Workplace: **Regional Maintenance**

Contact for Enquiries: **011 712 6601/ 6792/ 6749**

Email CVs to: **talentmanagement@jhbcityparks.com**

Reference: **AC18102023** • Closing Date: **31 October 2023**

"Quote the reference number on the subject; failure to adhere to the given instruction will result in disqualifying your application"



Note: Johannesburg Parks and Zoo is an equal opportunity employer. If you do not receive a response from us within 21 days after the closing date of this advertisement, please accept that your application was unsuccessful.

