ADMINISTRATIVE OFFICER

1. PURPOSE

To provide and perform administrative tasks, coordination support to senior management calendars including Company Secretary, ensuring efficient Senior Management offices operations, accurate documentation and effective record management, minutes taking and seamless administrative support activities as may be assigned from time to time. The position reports administratively to the Senior Manager Finance.

2. RESPONSIBILITIES

- Provide administrative support to Senior Management, including calendar management and correspondence.
- Coordinate meetings, prepare agendas, take minutes, and track action items.
- Manage confidential filing systems and company registers.
- Arrange official travel and process travel claims.
- Perform general and ad hoc administrative duties as required.

3. EDUCATIONAL AND EXPERIENCE REQUIREMENT

- Degree in Business Administration or equivalent
- Minimum of 2 years' administrative experience in a corporate environment
- Experience in minute taking and HR administration will be an added advantage.
- Excellent English communication skills (written and verbal)
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Valid Code B Driver's Licence

4. SKILLS AND KNOWLEDGE REQUIREMENTS

- Strong organisational and coordination skills
- High level of professionalism, confidentiality, and emotional stability
- Delivery-focused with an initiative-taking and adaptable approach
- Willingness to learn and grow.

5. CONTACT DETAIL

To apply for this vacancy please visit www.jobportunities.net . Applications will only be accepted through the recruitment portal.

Please ensure to submit the following documents:
- Cover letter
- CV
- **CERTIFIED COPIES OF QUALIFICATIONS**
- **THREE TESTIMONIAL LETTERS**
- Certified Driver's license code B

6. **CLOSING DATE**

FRIDAY, 20 FEBRAURY 2026, AT 17H00.

NO LATE APPLICATIONS WILL BE CONSIDERED AND ACCEPTED.

Designated persons as defined in the Affirmative Action (Employment Act, Act No.29 of 1998) are encouraged to apply.