

## OFFICE ADMINISTRATOR

Gauteng based

### JOB DESCRIPTION IN BRIEF

This role is responsible for co-ordinating all the administrative functions for the Click Foundation team. The office administrator will work directly with the CEO and COO and be based at the Head Office in Sandton.

### KEY PERFORMANCE AREAS

- Team administrative requirements
- Diary co-ordination
- Creating and maintaining workable systems for streamlined processes
- Keeping all documentation relevant and current
- Team Communication
- Relationship Management

### DESCRIPTION OF ROLE AND RESPONSIBILITIES:

- Managing the assets register – all hardware to be kept up to date
- Liaison with insurance
- Preparation of monthly facilitator spreadsheets for payment
- Facilitator contact details management
- Assistance with setting up meetings and required preparation
- Travel bookings
- Hardware order processing
- Single point for hardware and headphone ordering
- Supplier engagement
- Collation of new environment applications
- Stationery ordering
- General centralised communication e.g. parent's letters, newsletters etc.
- Preparation for strategic meetings
- Reporting on issues raised
- Assistance with presentations
- Central communication point for RE issues
- Preparing P&P files for new staff
- Liaison with Courier
- Collation of Quizz issues
- Filing systems
- Taking meeting minutes
- Advertising vacancies on online sites
- MOU review – kept up to date

- Handling staff personal info
- Collation end of year school survey

## EXPECTATIONS

### SKILLS

- Matric certificate
- 2 years' work experience
- Computer skills – word/excel/powerpoint
- Communication skills – verbal and written
- Basic financial understanding

### PERSONAL ATTRIBUTES

- Ability to work independently and think on your feet
- Ability to use own initiative
- Flexible and versatile
- Eager to take on responsibility
- Enjoy working as part of a team

## OTHER RESPONSIBILITIES

There will be other requests asked of the Office Administrator outside of the responsibilities outlined. The OA will be expected to execute on request. Responsibilities could be altered as the project grows and depending on the skill set of the appointee.

[www.clickfoundation.co.za](http://www.clickfoundation.co.za)

*For further information or to forward your CV, please contact:*

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