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Offices in:
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Vacancy for Administrator

Position: Administrator
Reporting To: Industrial Psychologist
Remuneration: R4 000.00 – R5 000.00
Overview of Employer: Industrial Psychology practice in Quellerina/Northcliff

Overview of the Job:

- Answering phone and taking messages
- Filing
- Copying and binding
- Managing stationary
- Managing clients contacts
- Prepare invoices and follow up on outstanding payments
- Compiling quotes and answering enquiries
- Prepare monthly financial file
- Collect post
- Make travelling arrangements and venue bookings

Minimum qualification/education required:

- Matric

Attributes and competencies required for this job:

- High attention to detail
- Excellent planning skills
- Excellent communication skills
- Basic computer literacy required

Other requirements:

- Valid driver's license and own transport required
- Travelling required
- South African Citizenship
- Proficient in English and preferably Afrikaans

Forward your CV to Melandi Raftopoulos (e-mail: recruitment@beyondconsulting.co.za).
Please use reference BCADMIN003) by Tuesday, 31st January 2012. Shortlisted candidates will be contacted.

Melandi Raftopoulos T/A Beyond Consulting

Industrial Psychologist (PS 0101893)
Practice Number (086 004 0294 136)