Job Title:

General Administrative Assistant

Available: Immediately

Salary: Market related

Synopsis:

General Administrative Assistant wanted for a professional accounting institute in the Centurion area. Must be an all rounder, be able to work independently, and be willing to grow within the organization. Contract position, with a possibility of being permanently employed.

Minimum requirements:

1. An Administrative or Secretarial Diploma or Qualification is required;
2. Experience in a similar position, preferably in with a professional membership body;
3. Having a financial background will be an advantage;
4. Fully bilingual in Afrikaans and English;
5. Strong interpersonal communication skills;
6. Excellent telephone etiquette and customer relations skills;
7. Intermediate proficiency in MS Excel and basic proficiency in MS Word and MS Outlook; and
8. Good time management skills essential.

Roles & Responsibilities:

The main tasks and responsibilities for the position are:

* + - 1. **Handling all reception and switchboard duties**
* Answering all incoming calls and directing them to the relevant parties
* Providing information to callers
* Meeting and greeting of visitors
* Ensure that visitors are directed to the correct post
* Collecting, distributing and taking the post
* Dealing professionally with queries
* Dealing with reception queries
* Data entry onto internal systems
* Order office stationary
* Make refreshments
* Dealing with car park requests
* Organize catering for committee meetings
* Ensure that the reception area is tidy
	+ - 1. **Providing Administrative support daily**
* Receiving quotations for procurement
* Meeting with suppliers face to face
* Preparing letters and documents
* Formatting documents to PDF
* General administration duties (Filling, photocopying, scanning, typing, faxing, emailing)
* Communicating with other professional bodies, i.e. SAQA, SAIT, CIMA, FASSET
* Assisting in the membership department
* Assisting in the accounts department
	+ - 1. **Assisting the Office Co-ordinator with Members Applications**
* Assisting with the member application process
* Acknowledging receipt of member applications
* Ensuring the application has been dealt with and approved or declined, and informing the member appropriately
* Knowledge of the member management system
* Capturing of member details onto the membership management system
* Ensuring all member application documents are correctly filed
	+ - 1. **Tele sales and customer service duties**
* Assisting members and prospective members who call in with queries
* Dealing professionally with members and prospective members
* Contacting members regarding payments and collection of monies owed

Please send CV and motivation letter to recruitment@beyondconsulting.co.za. Only shortlisted candidates will be contacted. Closing date for applications is Friday, 19th February 2014.