



ADVERTISEMENT

Job Title **Secretarial / Administrative Student Support** **Accelerator Department**

Purpose:

Administrative and secretarial support to the department secretary.

Minimum Requirements

- National Diploma: Office Administration or equivalent
- Office Etiquette: Be professional, treating co-workers and employers with respect and courtesy in a way that creates a pleasant work environment for everyone.
- Professional Appearance: Look professional, dress for the part, simple but tasteful and formal.
- Telephone Protocol: Be professional and polite.
- Computer Skills: Basic Microsoft Office computer skills
- Time Management: Value punctuality and be able to adjust and prioritise accordingly

Desirable:

- Verbal Communication Skills: English communication is a critical soft skill for an office assistant.
- Written Communication Skills: Most office assistants write a lot i.e. write memos, fill out forms, or draft letters or emails.
- Friendliness: As an office assistant you might be the first person a client sees upon entering the office.
- Technology Skills: Office assistants can spend plenty of time in front of a keyboard. You'll have to know your way around a variety of software applications. Knowing how to do some light tech support and how to operate a printer.
- Online Research Finding: Evaluating, and citing information sources.
- Organization: Office assistants must be extremely organized to effectively juggle their many tasks. You'll need to help keep other people organized, from maintaining calendars to keeping the office orderly.
- Problem Solving Skills: Problem solving, or critical thinking skills, are important, as you'll often be the person others come to with questions or issues.

Skills, Knowledge & Attributes:

- Administrative Support

- Answer Phones / Screening and Directing Calls
- Calendars / Time Management / Appointments
- Computer / Microsoft Office, Word, PowerPoint / Internet / Email / Electronic Filing
- Coordinate Office Activities
- Delivering Mail
- Directing Visitors / Greet and Welcome Visitors
- Flexible
- Interpersonal / Friendly
- Message Taking
- Office Equipment
- Paperwork / Filing
- Positive Attitude
- Problem Solving Skills
- Reliability
- Respond to Inquiries
- Teamwork
- Typing
- Verbal / Written Communication

Main Duties include:

- Administration duties: Supporting the department secretary with secretarial duties.
- Filing: Securing documents in line with the department requirements and maintaining confidentiality.
- Shredding: Keeping information confidential.
- Faxing: Support to the department staff in general as required.
- Scanning: Support to the department staff in general as required.
- Copying: Support to the department staff in general as required.
- Emailing: English written communication as required.
- Telephone: Answering calls in a professional manner and taking messages and relaying.
- Staff liaison: Dissemination of information/documentation and maintaining confidentiality.
- Stakeholder relations: Meeting/receiving visitors and external stakeholders and serving tea/coffee.
- Schedules: Maintain diary schedules and meetings.
- Communication: Take care of routine friendly communication on behalf of the people who use the office.
- Housekeeping: Maintaining a neat and tidy office

The NRF is committed to employment equity and redress. Correspondence will be conducted with the shortlisted candidates. Applicants should e-mail their detailed CV careers@tlabs.ac.za

Closing date: 01 October 2018