

Physical Address: 13/612, Zundspuit Street, Cosmo creek, Cosmo City, Gauteng, 2169
Tell: 010 786 2022, Cell: 079 1922 264, Email: hr@smarttec.co.za, Website: www.smarttec.co.za

Reg no: 2015/424997/07)

JOB ADVERT

Position: Network/ Office Administrator; **Job Type:** Internship; **Stipend:** R3000 per month; **Period :** 06 Months renewable; **Location:** Pretoria Mamelodi.

We are looking for a qualified & experienced young female Network Administrator

Requirements: Proven experience as a **Network/office administrator**, office assistant or relevant role; Outstanding communication and interpersonal abilities (Reliability, Positive attitude, Negotiation, Flexibility, Assertiveness); Excellent organizational and leadership skills; Familiarity with office management procedures and basic accounting principles; Excellent knowledge of MS Office (Excel & Microsoft word).

Qualifications: A pass in Matric; Office admin Certificate; Computer Literacy Certificate (advanced execution of Microsoft Excel & Word, Email, Social Networks) Proficiency in English, Zulu, Ndebele, Venda, Sotho, Pedi , tswana will be also an added advantage

NB: Computer Skills to be tested during the interviews.

Job Responsibility:

- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Coordinate information flow and facilitate meetings between internal teams and customers or clients.
- Maintain project documentation from inception to final delivery.
- Document, analyze, and report on expenditures, and place orders and conduct inventory.
- Keeping licenses and other legal documents up-to-date, monitoring ongoing contracts with suppliers, completing statutory forms and ensuring compliance with quality standards and service level agreements
- Keep stock of office supplies and place orders when necessary
- Coordinate office activities and operations to secure efficiency and compliance to company policies

Closing Date: 18 May 2023

Applications to be scanned (CV & Qualification Certificates) and forwarded to hr@smarttec.co.za

A candidate shall enter into a 1 month probation period.

Enquiries: Mr G Mulima (079 1922 264) or 064 523 8760