

General Administrator (X2)

Location: Elias Motsoaledi Local Municipality Contract (Groblersdal)

Job description

- Capturing of notices on our contravention system
- Sorting and printing of various documents.
- Preparing daily reports.
- Capturing.
- Indexing and quality control of all information captured.
- Handling enquiries.
- Ad hoc general admin duties required by team leader.

Minimum Requirements

- Grade 12 (Matric) is a **MUST**.
- Office Admin qualification will be an added advantage
- 0-1 year's relevant experience as a General Administrator
- Must be proficient in MS Office, Excel

Competencies

- Ability to focus and perform under pressure.
- Excellent verbal and written communication skills.
- Proven administration skills.
- Good typing skills.

How to apply:

EMAIL your CV and **CERTIFIED** copies of your ID and qualifications to applications@syntell.co.za.
If you do not hear from us in 2 weeks after your application, please consider your application unsuccessful

CV DROP OFF LOCATION: 14 Robertson Avenue, Groblersdal, 0470

Closing Date: 05 June 2022

Kindly note that the company is in the process of implementing a mandatory vaccination policy for COVID19. Please bear in mind that proof of vaccination status will be required during your application process.

Additional information about the company may be found at www.syntell.co.za