



Job Advert -Internal

Vacancy	Administrator
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Purpose of the Job
To provide an effective and efficient administrative support function.

Key Performance Areas	Activities
1. Meeting Coordination and Administration	<ul style="list-style-type: none"> • Books venues for meetings. • Distributes meeting notices to participants. • Manages meeting confirmation. • Distributes agendas. • Constantly liaises with the Coordinators in relation meeting preparation. • Distributes meeting documentation electronically. • Compiles manual meeting packs / documentation prior to meetings. • Makes available meeting packs / documentation on the day of the meeting. • Ensures attendance registers are available on the day of the meeting. • Scans and files attendance registers, agendas and minutes both electronically and manually. • Coordinates all logistic arrangements for the meetings by liaising with Supply Chain Management (SCM) on the progress of logistic arrangements for meeting. • Requests in advance electronic equipment for meetings and ensures that it is timeously set up and fully functional. • Records the meetings, downloads the recording upon conclusion of the meeting and forwards it to Supply Chain Management (SCM) in order for it to be sent t for transcription. • Ensures that the Coordinator receives the transcribed minutes from Supply Chain Management (SCM).



Key Performance Areas	Activities
	<ul style="list-style-type: none"> • Strictly adheres to Administrative Standard Operating Procedures by ticking off the checklist. • Escalates complex issues to the Executive Administrator.
2. General Administration	<ul style="list-style-type: none"> • Assists with the maintenance of an effective filing system. • Maintains the stakeholder database. • Constantly updates NEDLAC's Work Process Management system.
3. Customer Service	<ul style="list-style-type: none"> • Understands Operations' expectations. • Clarifies what is needed for coordinating meetings in relation to processes and timelines necessary to meet quality requirements of Operations. • Always keeps Operations informed on meeting coordination progress. • Professionally handles anomalies and resolves both promptly and thoroughly.
4. Adhoc	<ul style="list-style-type: none"> • Assists with adhoc duties.



Education and Experience	
<i>Education Ideal</i>	Certificate in Secretarial / Administration .
<i>Experience</i>	2 – 3 years' experience in a similar role
Application Details	
Closing Date	23-03-2015
CV's to be sent to	recruitment@nedlac.org.za