



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O. BOX 1775, SAXONWOLD, 2132 – 14A JELLCOE AVENUE, ROSEBANK 2196  
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## Job Advert

VACANCY	Administrator
LOCATION	Johannesburg
ROLE PURPOSE :	To provide an effective and efficient administrative support function.

### KEY PERFORMANCE AREA :

#### **Meeting Coordination and Administration**

- Book venues for meetings.
- Distribute meeting notices to participants.
- Manage meeting confirmations.
- Distribute meeting agendas.
- Constantly liaise with Coordinators in relation to meeting preparations.
- Distribute meeting documentation electronically.
- Compile manual meeting packs / documentation prior to meetings.
- Makes available meeting packs / documentation on the day of the meeting.
- Ensure attendance registers are available and signed on the day of the meeting.
- Scan and file meeting documents electronically and manually.
- Coordinate all logistical arrangements for meetings by liaising with Supply Chain Management (SCM) on the progress of logistic arrangements for meetings.
- Book electronic equipment for meetings and ensure that it is timeously set up and fully functional.
- Ensure recording of meetings, download recording upon conclusion of the meeting and forward to Supply Chain Management (SCM) for transcription to be done.
- Ensure that the Coordinator receives the transcribed minutes from Supply Chain Management (SCM).
- Strictly adhere to Administrative Standard Operating Procedures by ticking off the checklist.
- Escalate complex issues to the Executive Administrator.

#### **General Administration**

- Assist with the maintenance of an effective filing system.
- Maintain the stakeholder database.

#### **Customer Service**

- Understand Operations expectations.
- Clarify what is needed for coordinating meetings in relation to processes and timelines necessary to meet quality requirements of Operations.
- Inform Operations on meeting coordination progress.
- Ensure effective and speedy resolution of all queries raised by stakeholders.

#### **Adhoc**

- Perform any other duties as and when requested.

<p>QUALIFICATION AND EXPERIENCE</p>	<ul style="list-style-type: none"> <li>• Appropriate qualification at NQF Level 4 or Grade 12.</li> <li>• Office Administration or Secretarial Certificate.</li> <li>• Computer Literacy; MS word, Outlook and Internet Explorer</li> <li>• Minimum 2- 3 years experience in an Administrative role.</li> <li>• Be able to work in a team and independently when needed.</li> </ul>
<p>REMUNERATION</p>	<p>Negotiable</p>
<p>LANGUAGE</p>	<p>English - Fluent ( Speak , Read and Write)</p>
<p>CLOSING DATE</p>	<p>13 October 2017</p>
<p>CV TO BE SENT TO</p>	<p><a href="mailto:recruitment@nedlac.org.za">recruitment@nedlac.org.za</a></p>