

ADMIN OFFICER / SECRETARY

Engo Mangaung/Xhariep district office in Bloemfontein has a half day vacancy for an administrative officer/secretary.

JOB REQUIREMENTS:

- Grade 12.
- 5 Year relevant experience.
- Strong administrative skills.
- Good human relations.
- Strong sense of responsibility.
- Experience in Word and Excel.
- Experience in Salaries administration.
- Experience in drawing up contracts.
- Must be fluent in Afrikaans & English.

SERVICE BENEFITS:

- Salary negotiable.
- 13th Cheque.
- Pension fund.

Closing date: Wednesday, 27 November 2024

Starting date: January 2025

Email CV to: vacancies@vironskinders.org.za

The employer reserves the right not to fill the vacancy. Successful candidates will be notified within four (4) weeks whether the application has been successful or not. If no feedback has been received in the four (4) week period, it must be assumed that the application was unsuccessful.

📄 22 Van Heerden Road, Willows, Bloemfontein ✉ 12552, Brandhof, 9324

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