

## ADMINISTRATIVE OFFICER

### JOB REQUIREMENTS:

- Applicants must have the necessary qualifications and / or experience.
- Minimum 3-5 years experience Office Administration.
- Computer literacy in MS Office ( Word and Excel ) and Outlook.
- Valid driver's license.
- Fluent in Afrikaans & English.
- Accounting knowledge.

### SERVICE BENEFITS:

- Salary negotiable.
- Service bonus.
- Pension Fund.
- Leave.

**CLOSING DATE:** Wednesday, 18 February 2026

**CV TO:** Wendy Campher

**EMAIL:** [gerda@engo.co.za](mailto:gerda@engo.co.za)

**TELEPHONE NUMBER:** Wendy 083 948 6453

*The employer reserves the right not to fill the vacancy. Successful candidates will be informed within four weeks if their applications are successful. Should no communication be received within the four weeks, it must be assumed that the application was unsuccessful.*