

SECRETARY

POSITION REQUIREMENTS:

- Grade 12 (High School Diploma)
- Strong administrative and reporting skills
- Must be computer literate
- Must have a valid driver's license
- Proficient in Afrikaans and English

EMPLOYMENT BENEFITS:

- Negotiable salary scale
- Thirteenth check (bonus)
- Pension fund
- Leave

Closing Date: Monday, 8 June 2026

Send CV and other documents to: karin.ogj@engo.co.za

Job Title: Secretary

Inquiries: Karin du Plessis

Contact Number: [016 976 2443](tel:0169762443) / [084 275 8439](tel:0842758439)

The employer reserves the right not to fill the vacancy. Successful candidates will be notified within four weeks whether their application was successful or not. If no feedback is received within the four-week period, it must be assumed that the application was unsuccessful.