

SECRETARY

Job Requirements:

- Applicants must have the necessary qualification and/or experience
- Minimum 7 - 10 years of Admin and Accounting experience
- Minimum requirement Matric other relevant qualifications will be advantageous
- Experience in Elderly Care will be advantageous
- Must have a valid drivers license and own transport
- Fluent in Afrikaans and English
- Must be proficient in MS Office (Word and Excel) and Outlook
- Must have background in Accounting and working knowledge of Pastel
- Knowledge of relevant Laws and Regulations
- Be proficient in writing reports and maintaining Statistics

Recommendations:

- Must have excellent interpersonal skills
- Function well under work pressure
- Function well as part of a team

Service Benefits:

- Salary available on request
- Service bonus, pension fund and leave

Send applications to with complete Curriculum Vitae as well as copies of school and other training certificates to: admin.hoopstad@engo.co.za or hand deliver to the Office.

Closing Date: Friday, 3 July 2026

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