



Career Opportunity

JOB DESCRIPTION

Job Title	Office Administrator
Reference	EC107
Division	Operations
Function	Operations
Report To	Service Delivery Manager: Bethusile Shiba
Company	Afrocentric IP (Pty) Ltd
Location	Eastern Cape

JOB PURPOSE

Coordinating office activities and operations to secure efficiency and compliance to company policies

KEY DIMENSIONS (SCOPE) APPLICABLE TO THE JOB

1. Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
2. Coordinate project deliverables
3. Perform accounting tasks, including invoicing and budget tracking
4. Schedule meetings and travel arrangements for all employees of the company



Afrocentric IP

FUNCTIONAL COMPETENCIES

1. Good interpersonal skills including willingness to assist communication and follow up.
2. Computer literate
3. Time management and organisational skills, willing to work flexible hours
4. Initiative and problem solving.
5. Ability to cope in a pressured environment.
6. Critical thinking
7. Pay attention to detail
8. Great Reporting writing skills
9. Be outspoken
10. Excellent reading skills
11. Analytical thinking

GENERAL RESPONSIBILITIES

1. Reception work-Inbound and outbound calls
2. Assist with bid administration
3. Keep records and filling
4. General office administration
5. Capture invoices on an accounting system.
6. Report to the Head Office
7. Prepare monthly/weekly/daily reports reports



QUALIFICATIONS, EXPERIENCE, SKILL & KNOWLEDGE

1. Qualifications:

- Matric Certificate with relevant tertiary qualification

2. Experience:

- 2.1 Minimum of 3-5 years' experience
- 2.2 Knowledge of finance system (SAGE accounting)

3. Skill & Knowledge

- 3.1 MS Office(MS Word, Excel, PowerPoint, Access, Project)
- 3.2 Communication
- 3.3 Presentation skills
- 3.4 Problem- Solving
- 3.5 Lead Generation
- 3.6 Sales Target
- 3.7 Soft skills

PLEASE EMAIL CVS TO: hr@afrocentricip.com

General Terms and Conditions:

1. Whereas the above will be expected from you, Afrocentric IP Services will provide you with the necessary tools and guidance for you to achieve your objectives where required. Your responsibilities are governed by Afrocentric IP business' requirement for efficiency, effectiveness and excellence in the provision of IT Consulting- Business Continuity and Information Security.
2. Your job description/profile may due to the operational requirements and or customer requirements be altered from time to time and this will be communicated to you in time where it realistic and practical. And should a need arise for you to provide assistance outside your job description/profile you will be expected to perform such duties subject to consultation.
3. Your role will be governed by the principles of continuous allocation of sites and clients to work in as identified or based on the requirement to provide a service in Gauteng and outside Gauteng Province.