

JOB VACANCY

JOB TITLE:	ADMIN INTERN / ASSISTANT
LOCATION:	Glen Austin Midrand
ABOUT THE ROLE:	
The administrative assistant intern will provide administrative and clerical support to front office staff, with a focus on assisting the CEO. Strong communication skills and strong typing skills preferred. Some of the daily tasks will be Tendering	
RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Managing general calendar/keeping track of schedules for team members • Scheduling meetings for Executive Director/Program Director • Managing supplies and ordering stock • Answering phones and responding to voicemails • Maintaining organization and cleanliness in the office • Completing administrative to do list from Executive Director each week • Perform all other duties as assigned 	
REQUIREMENTS:	
<ul style="list-style-type: none"> • Diploma in Office Administration / Business Management or Relevant Certification • Newly Graduates / 1 – 2 Experience • Proficiency in Microsoft Office • Valid Driver's License (B or C1) - Advantageous 	
CLOSING DATE :	14th OCTOBER 2024
SALARY :	R5000.00
PLACEMENT :	CONTRACT
START DATE :	04th NOVEMBER 2024
EMAIL SUBJECT :	BVEADMININTERN24
EMAIL ADDRESS :	office@bvelelaengineering.co.za
NB : ONLY PDF DOCUMENTATION	