



Junior Administration Assistant

Candidate complete: Name & Surname here	E-mail Address
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Core Purpose: To provide and administrative support service in a telecommunications company in order to contribute to efficiency and maintain customer service excellence.

How do you compare?

	How do you compare with our Client's Requirements? Answer questions in red Provide only factual, measureable data (which must also appear on your CV)		
<p>Client's Requirements</p>	<p>Answer questions below</p>	<p>When last did you work on this aspect i.e. May 2014</p>	<p>Total number of years experience in this aspect i.e. 7 years</p>

Candidate Requirements

Minimum Grade 12	Did you complete Grade 12? Year of completion	"	"
Is Grade 12 your highest qualification?	Mention higher qualification,,qualified in which year?	"	"
Age between 23-30	When were you born?	"	"
Residing in Hartbeespoort Dam or Surrounding area	Where do you reside?	"	"
Good Medical History	Are you medically fity	"	"
Proficient computer literacy, high tech environment, especially Microsoft Office (Word, Excel, PowerPoint, Outlook and Chrome/Internet Explorer	Mention year's of experience	Complete	Complete
Previous experience in a similar role	Mention companies where you gained this experience	Complete	Complete
Excellent Telephone Etiquette	Mention companies where you gained this experience	Complete	Complete
Must bilingual - able to understand, write and speak Afrikaans and English fluently	Are you proficient with both languages?		
Own transport and valid driving license	License code? Do you have yor own, reliable vehicle?		
Essential to maintain complete confidentiality discretion and diplomacy	Do you agree and accept?		
Outstanding organisational and time management skills			
Excellent communication and interpersonal skills			
Must have a professional and positive attitude			
Presentable/Professional work appearance			
The ability to thrive in a dynamic and fast-paced environment			
Demonstrate willingness to take initiative			
Ability to multitask and prioritise daily work load			
Flexible and able to adapt to changing circumstances			
High level to attention to detail			
A love for working with people and thrive on admin and organization-based tasks			
Do you have a criminal record	If so, mention		
Have you ever had any hearings or dismissals	If so, mention		
Performance expectations			

Assist with administrative tasks like data capturing, following up on orders, minute taking and typing	Where did you gain experience in this?	Complete	Complete
Have the ability to follow instructions precisely			
Liaise with clients on order requests	"	Complete	Complete
Liaise with suppliers on order requests	"	Complete	Complete
Perform ad hoc PA duties for the CEO and management team	"	Complete	Complete
Ensure the office is always neat and presentable (All hardware and equipment functioning)	"	Complete	Complete
File and organise documentation	"	Complete	Complete
Schedule appointments and maintain and update appointment calendars.	"	Complete	Complete
Attend to telephone calls, screen, forward and or providing information about the Company.	"	Complete	Complete
Collect, sort, distribute, or prepare mail and messages	"	Complete	Complete
Process and prepare memos, correspondence, or other documents	"	Complete	Complete
Any ad hoc tasks required			
Job Location: Hartbeespoort Dam, NW Province	Where do you live?		
Cost to Company per month: R 6 000 - R 8 000	What is your expected CTC?		
Time Frame: A.s.a.p.	When can you start?		
Probation Period: 3 Months	Accepted?		
Type of position: Permanent, after successfully completing a 3 month probation period	Accepted?		
<i>Received: 13 January 2020</i>			