

My Job Search

Administration Assistant

Administrator ,Gauteng, South Africa

Description

Non AA/EE - Location: Pretoria East. Salary: R 8000.00pm. Employer seeks an organized and self-motivated Office Administration istant whose portfolio and job function includes: providing administrative support, handling clerical duties, coordinating audit calendars, and organizing meetings, updating and tracking client certification files, processing certification applications, prepare audit packs, maintaining updated document control and documentation for certification function and audit checklists, requesting documentation from clients and audit team members, ist in preparation for accreditation essments, co-ordinating all office administrative functions and liaising with certified and potential clients. In order to be successful in this position you should be detail-oriented, professional, have excellent English written and verbal communication skills, be well organized, pay attention to detail and be impartial in conducting your duties.

Advertiser details

Name	ICCASA
Phone	0128165031
Email	admin@iccasa.co.za
Address	Pretoria East,Gauteng, South Africa - 0081

More details

Company Name	ICCASA
Advertised By	Business
Job Type	Full Time
Language	English
Gender	Female
Drivers Licence	Code C
Highest Education	Diploma
Experience	5+ yrs
Salary	R 8000.00pm
Link	For more information click here