

- [Reference #: DBN002671/YD](#)
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9 Oct '20

Assistant Administrator (18 month contract)

Apply
NGO, KwaZulu Natal Durban

R 9000 - R 11000 Monthly

Administrator Assistant, 18 month contract. This is a highly sensitive project requiring the utmost level of sensitivity, humanity and maturity. This role requires an individual with an open mind and the ability to embrace a multi cultural environment, focusing on the topic of migration of individuals within Africa. An impactful project which is aimed for the betterment of South African culture.

The candidate must have the following experience:

- Provide secretarial support to the project team as directed by the senior Administrator
- Order supplies as needed
- Filing
- Stock control
- Screen phone calls and directing calls
- Make travel arrangements including accommodation for project team members
- Booking appointments for team members
- Must have valid drivers licence
- Must have degree in Administration

Must be available IMMEDIATELY

Ad Visible Until: 13 October 2020

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