



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

Job Advert

VACANCY	Administrator
LOCATION	Johannesburg
ROLE PURPOSE	To provide an effective and efficient administrative support function.

KEY PERFORMANCE AREA :

Meeting Coordination and Administration

- Book venues for meetings.
- Distribute meeting notices to participants.
- Manage meeting confirmations.
- Distribute meeting agendas.
- Constantly liaise with Coordinators in relation to meeting preparations.
- Distribute meeting documentation electronically.
- Compile manual meeting packs / documentation prior to meetings.
- Makes available meeting packs / documentation on the day of the meeting.
- Ensure attendance registers are available and signed on the day of the meeting.
- Scan and file meeting documents electronically and manually.
- Coordinate all logistical arrangements for meetings by liaising with Supply Chain Management (SCM) on the progress of logistic arrangements for meetings.
- Book electronic equipment for meetings and ensure that it is timeously set up and fully functional.
- Ensure recording of meetings, download recording upon conclusion of the meeting and forward to Supply Chain Management (SCM) for transcription to be done.
- Ensure that the Coordinator receives the transcribed minutes from Supply Chain Management (SCM).
- Strictly adhere to Administrative Standard Operating Procedures by ticking off the checklist.
- Escalate complex issues to the Executive Administrator.

General Administration

- Assist with the maintenance of an effective filing system.
- Maintain the stakeholder database.

Customer Service

- Understand Operations expectations.
- Clarify what is needed for coordinating meetings in relation to processes and timelines necessary to meet quality requirements of Operations.
- Inform Operations on meeting coordination progress.
- Ensure effective and speedy resolution of all queries raised by stakeholders. Adhoc
- Perform any other duties as and when requested.

QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none"> • Appropriate qualification at NQF Level 4 or Grade 12. • Office Administration or Secretarial Certificate. • Computer Literacy; MS word, Outlook and Internet Explorer • Minimum 2- 3 years experience in an Administrative role. • Be able to work in a team and independently when needed.
REMUNERATION	Negotiable
LANGUAGE	English - Fluent (Speak , Read and Write)
CLOSING DATE	30 January 2018
CV TO BE SENT TO	recruitment@nedlac.org.za