

INTERNAL VACANCY

REF NO : ADMINISTRATION CLERK
DIVISION : MINING – HOTAZEL MANGANESE MINE
POSITION : ADMINISTRATION CLERK
CLOSING DATE : 20th SEPTEMBER 2024

An internal vacancy exists for an **Administration Clerk** in the **Mining Division – Hotazel Manganese Mine**.

The suitable candidate's main responsibilities and duties include, but not limited to, the following:

- ✚ Perform general office duties such as answering the phones, managing correspondence, and maintaining office suppliers for security department.
- ✚ Schedule and coordinate meetings, training sessions, medicals, and appointments for security personnel.
- ✚ Responsible to maintain security officers' personnel files.
- ✚ Responsible to maintain compliance on PRP on daily basis.
- ✚ Assist in the coordination and scheduling of Security staff shift.
- ✚ Responsible for ensuring that weekly and monthly reports are compiled and submitted to the client.
- ✚ Attending all contractors' managements session as required by client.
- ✚ Handle all sensitive information in a confidentiality manner,
- ✚ Ensure compliance with bistrainer for officers' access.
- ✚ Conduct regular reviews of security documentations to ensure accuracy and completeness.
- ✚ Responsible for all stationary in the storeroom,
- ✚ Responsible to maintain cleanliness by issuing of cleaning materials to all three barracks,
- ✚ Perform any additional administrative duties as required by management.

Preferred qualification/attributes/skills

- ✚ Grade 12 or equivalent qualification,
- ✚ Basic administrative knowledge
- ✚ Fully computer literate, good knowledge of MS office (word, excel, power point and outlook)
- ✚ Good command of English
- ✚ Sound communication skills (verbal and in writing)
- ✚ Good time management and must be able to work independently and as part of the team.
- ✚ Maintain good working relations and high level of professionalism towards clients and colleagues.
- ✚ Clean disciplinary, criminal and credit record.

Interested candidates to E-mail CV and Internal Application Form to internalcv@proteacoin.co.za. Employment consideration will be in accordance with the Employment Equity Act Requirements Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe