

## INTERNAL VACANCY

**REF. NO** : TECHNICAL ADMINISTRATOR  
**DIVISION** : SI - KELVIN  
**POSITION** : TECHNICAL ADMINISTRATOR  
**CLOSING DATE** : 17 JANUARY 2025

An Internal Vacancy exists for a **Technical Administrator** in the **SI Division** based in **Kelvin**.

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

- ✚ Service coordinating (VBS calls countrywide)
- ✚ Quotes for repairs or minor installations
- ✚ Job costing on SACO/E-works
- ✚ Stock ordering for technicians
- ✚ Sending access requests to clients for technicians to work on site
- ✚ Technician's overtime checks and Bidtrack report verification
- ✚ Assisting technicians to upload reports when needed

*Preferred qualifications / attributes / skills:*

- ✚ Minimum grade 12 or equivalent qualification;
- ✚ Reporting Skills
- ✚ Administrative Writing Skills
- ✚ Microsoft Office Skills, SAP and WebX
- ✚ Professionalism
- ✚ Problem Solving
- ✚ Verbal Communication
- ✚ Office Administration Procedures
- ✚ Typing Skills
- ✚ Attention to Detail, Accuracy
- ✚ Discretion and Judgment, Patience

Interested candidates to E-mail CV and Internal Application Forms to [internalcv@proteacoin.co.za](mailto: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  
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