

INTERNAL VACANCY

REF NO : OPERATIONS CLERK
DIVISION : GUARDING- KZN
POSITION : OPERATIONS CLERK
CLOSING DATE : 27 JUNE 2025

An Internal Vacancy exists for an **Operations Clerk** in the **Guarding Division** based in **Richards Bay office**.

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

- ✚ General filing including organizing and maintaining personnel records Answering telephones and handling field staff queries/complaints
- ✚ Assist with day-to-day HR functions and duties such as recruitment and screening of candidates
- ✚ Preparation of HR documentation such as employment packs Health & Safety Management
- ✚ Assisting with fingerprint verification documents
- ✚ Perform PSIRA Verification and BPC online background checks
- ✚ Support function to payroll department with compilation and sorting of payslips and relevant employee information
- ✚ Telegram for AWOL employees
- ✚ General administration including typing Generate company ID Cards
- ✚ Assist employees with QMS application forms
- ✚ Assisting in assuring staff banking details, change of beneficiary documents, change of contact details etc. is sent to the correct person at Head office to action

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification
- ✚ Sound knowledge and relevant experience in administration
- ✚ Excellent typing skills and accuracy essential
- ✚ Sound communication skills (verbal and in writing)
- ✚ Bilingual (English and any other South African language)
- ✚ Excellent client liaison and administration skills
- ✚ MS Office proficiency (excellent knowledge of Excel and Word)
- ✚ Clean disciplinary, criminal record
- ✚ Own transport

Interested candidates to E-mail CV and Internal Application Forms 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 the closing date, your application should be considered unsuccessful



CEO: C Diavastos

MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe