

**JOB TITLE** : ADMINISTRATOR (PROJECT SUPPORT) GRADE – C2  
**REPORTS TO** : HR COORDINATOR - PROJECT  
**BUSINESS UNIT** : HUMAN RESOURCES  
**LOCATION** : HEAD OFFICE: PRETORIA  
**POSITION STATUS** : FIXED-TERM CONTRACT (4-MONTHS)

### Purpose of the Job

An opportunity has arisen within Postbank for an Administrator to support the Variation Notice project (Card Distribution). Interested candidates can submit their application for this FTC for 4 months, and/or discuss with their line manager to submit their names for consideration of short-term assignment onto the project.

The purpose of the role is to provide full range of administrative services within the Variation Notice project but not limited to recruitment, On boarding, employee maintenance and termination for the duration of the project.

### Job Responsibilities

- Arrange / co-ordinate meetings, record and capture minutes or action items and follow-up on issues on behalf of management, resolve and report back
- Prepare agenda, reports, statistics and general correspondence
- Gather and assemble data / necessary background information / management information which Management require, analyse and report in required format
- Design and prepare presentations/ reports/ statutory returns using operational knowledge to meet requirements
- Handle all correspondence / enquiries / complaints (telephonically, electronic, paper), direct, co-ordinate and escalate issues for resolution
- Provide Administrative support for the Card Replacement project.
- Co-ordinate weekly time sheets, overtime, and any other project related claims
- Develop and maintain filing / retrieval system; co-ordinate filing / backups
- Set up and manage document repository for the project
- Co-ordinate all financial administration duties (staff refreshments, telephone, private calls, etc)
- Ordering of Uniforms, Name tags, materials / stationary
- Create, modify, maintain database on system module (E.g. MySAP)
- Assistance with admin duties relating to advertisement of positions
- Receiving guests (welcoming of management guests) etc
- Capture and acknowledge supporting documents, acceptance of offer and any other supporting documents
- Draw and maintain statistics on training interventions, absenteeism
- General housekeeping
- Assist with interview logistics, Venue, invitation of candidates, interview packs
- Handling HR and general enquiries, verbally and writing
- Assist with updating of employees' data and files
- Assist with preparation, distribution and gathering of feedback for various correspondences sent to candidates
- Assist with assessment logistics and queries relating to assessment link and or venue logistics.

### Qualifications and Experience

- Grade 12, Certificate (NQF Level 4)
- NQF Level 6 qualification in Administration or Related Qualification
- 1 to 3 years administrative or related experience.
- Sound computer literate (MS Office)

### Knowledge and understanding of:

- Excellent understanding of MS Word, Excel, Power Point
- Should be fluent in English.

- Excellent communication and influencing skills
- Hands-on-approach to work

#### Skills and attributes

Excellent computer literacy skills, ability to liaise with stakeholders. planning, organising, co-ordination, control, facilitation, strong interpersonal skills, strong verbal and communication skills (read, write, speak), Ability to prioritise tasks, sound reasoning and thinking, problem solving, persuasiveness, ability to work independently, analytical, accuracy conceptual, able to work under pressure and handle stress, sense of urgency, initiative, meticulous, self-motivated, output and deadline driven

#### How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentZN@Postbank.co.za](mailto:RecruitmentZN@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

#### Closing Date

**22 September 2024**

#### Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.