

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: ADMINISTRATION OFFICER: CFO / Ref: REC/02/21

Minimum Requirements: • Diploma in Secretarial Practice/ Office Administration/ Office Management and Technology/ Business Administration • 3 years secretarial experience at a senior level • Advanced Computer Literacy (MS Word, PowerPoint, Excel) • Advanced Typing Skills (Type 50 wpm) • Code EB Driver's License.

Required Competencies: • Office administration skills • Communications skills • Planning and Organizing skills • Problem solving skills • Thorough knowledge of PowerPoint, Word and Excel • Typing skills • Project Management skills • Negotiating skills • Knowledge of filing systems • Thorough knowledge of secretarial practice (including minute taking, meeting management, quality management protocols) • Knowledge of procurement policy and procedures.

Specific Functional Responsibilities: • **Office Administration** • Co-ordinate and consolidate the organisational monthly management report • Co-ordinate and consolidate the Weekly Management Report in preparation for EXMA • Manage documents and records for the business unit • Coordinate information and activities of the business unit • Coordinate telephone conferencing for the CFO/Investor/Sector staff • Provide assistance to all unit staff and managers by assisting administratively/organizing tours/meetings/workshops/ document packs/protocols • **Meetings/Functions** • Coordinate Weekly Finance Management Meetings • Coordinate meetings with key stakeholders and/or investors • Coordinate weekly coffee sessions/year-end and other business unit functions • Coordinate procurement committee meetings • **Travel and Subsistence Administration** • Compile and provide all travel related information • Compile subsistence and travel forms also attaching related documentation • Provide travel support to the travelers as and when required and until their return • **Managing General Assistants** • Provide supervisory duties to the General Assistant (GA) • Provide administrative support to the GA • Handle stock taking and general housekeeping • **Financial** • Motivates in writing through the CFO to have funds shifted where this may be required • Capturing of requisitions for the unit on the system.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 05 July 2021. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

Tel: 043 702 8200 / www.elidz.co.za

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east london idz
business streamlined