

INTERNAL ADVERTISEMENT

A vacancy exists for a Temporary Locks Administrator in Johannesburg.

The responsibilities of the position include:

- Sending, receiving and tracking equipment
- Scheduling, monitoring and reporting on projects
- Arranging lock services Nationally as well as monitoring and reporting on progress
- Arran drillings Nationally with internal and 3rd party suppliers
- Process invoices on the internal system
- Annalise lock data and request action where needed
- Monitor and report on internal security systems

In order to be considered for the position, the following requirements must be met:

- Completed Matric (Grade 12)
- Must be Computer Literate in Microsoft Office especially MS Excel
- Min 3 years' experience as an Administrator
- Must have previous experience in reporting
- Must be proficient in both oral and written communication

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Team work
- Passion & Attitude
- Detail Orientation
- Computer Literacy
- Adaptability
- Coping with stress / change