



Project Administrative Assistant

Fixed Term Contract

Duration: 3 months

Start Date: 11 Jan 2023

End Date: 31 March 2023

Location: Durban WESSA office

Remuneration: To be discussed

WESSA's Education and Training Workstream requires an Administrative Assistant for 3 months. This role supports the operational execution of financial and general admin functions. Other responsibilities include:

Duties And Responsibilities

- Data capturing
- Data collation
- Categorising and organising records of all documents (invoices)
- Problem and query resolution
- High levels of customer service
- Assist with Answering of calls
- Excellent time management – able carry out regular duties within strict timeframes and adhere to deadlines
- Internal / External Mail distribution

Requirements

- You hold a minimum of 2 years of experience in a similar role.
- You are good with numbers and keen to details.
- High level of attention to detail
- Possess good oral and written communication skills
- Must be efficient and systematic
- Based in Durban

Please send your CV and short motivation (max 500 words) to Ishani Govender ishani@wessa.co.za