

Branch Administrator (N4/PRETORIA)

We require the services of a person with experience in administration.

ROLE AND RESPONSIBILITY

- Provides office support services in order to ensure efficiency and effectiveness within the Office.
- Assist with clerical duties in order to maintain administration.
- Assist with receptionist functions.

LIST OF DUTIES

1. Answering the phone, and client assistance.
2. HR related administration:
 - Send attendance sheets daily.
 - Making sure all leave forms are send to Head Office.
 - IOD reporting to Head Office.
3. Training Centre management.
4. Receiving of picking slips.
5. Sending back of picking slips
6. Print invoices.
7. Complete invoice lists for Head Office
8. Register list of picking slips vs invoices.
9. Writing of waybills
10. Waybill tracking daily.
11. Credit card slips & printouts.
12. Petty Cash.
13. And any other relevant tasks given.

QUALIFICATIONS AND EDUCATION

- Grade 12.

PREFERRED SKILLS

- Excellent telephone skills.
- Excellent customer service skills.
- Excellent language and speaking ability.
- Presentable.
- Professional.

Please email your CV through to humanresources@agslt.co.za

