



ADMINISTRATIVE COORDINATOR

The Sustainability Initiative of South Africa (SIZA) is an alliance-based structure that leads and manages social practices and environmental assurance for the South African agriculture industry. As part of its compliance journey, it seeks to employ a full-time general administrative coordinator in the SIZA office.

The candidate must be competent and able to do the following:

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments for senior staff
- Typing, preparing, and collating reports
- Organising and servicing meetings/prioritising workloads
- Acting as a receptionist and/or meeting and greeting clients
- Capture SAQ and Audit information on online Platforms
- Reviewing SAQs according to the SIZA methodology
- Assist members with online platform navigation
- Be willing to be office-bound to ensure that meetings and external duties can continue without having a delay at the office
- Support and assist the CEO with secretarial duties to manage efficiently
- Provide support over a wider range of office tasks

The candidate should therefore be in possession of the following attributes:

- A post matric qualification in business administration/secretarial skills will be a recommendation
- Articulate in both English and Afrikaans
- Good communication, customer service and relationship-building skills with the necessary tact, discretion, and diplomacy
- Organisational and time management skills
- Attention to detail
- Fast learner
- Be able to work under pressure
- The ability to use standard software packages (e.g., Microsoft Office) and to adapt to various online platforms (e.g., SIZA, SEDEX)

Remuneration:

The salary package depends on the qualifications and experience of the selected individual. Therefore, please indicate your expected salary on your application.

Please send your CV to:
Retha Louw
E-mail: retha@siza.co.za

Closing date for applications: 11 July 2022

If you haven't heard from us by 31 July, please note that your application was not successful.