



Administrative Assistant

for Eastern Cape Umbrella Fire Protection Association in
conjunction with Greater Stutterheim Fire Protection Association

The **Eastern Cape Umbrella Fire Protection Association (ECUFPA)** and the **Greater Stutterheim Fire Protection Association (GSFPA)** are looking for a shared Administrative Assistant. The incumbent should be able to work independently as well as in a team environment.

Brief job descriptions:

Manage the administration of the **ECUFPA** and **GSFPA**'s office, including correspondence, filing, databases, reports and documents, draw up agendas, take and distribute minutes, organise meetings, and events at the request of the management, manage bookings for accommodation as well as other general office work.

Skills profile required:

Experience:

Minimum 3-5 years

Qualifications:

Minimum of Grade 12

*Tertiary qualification in administrative field would be advantageous.

Skills requirements:

- Well-spoken with good written communications skills in English (other languages will be advantageous).
- Computer literate in all Office programmes (Word, Excel, etc.), internet use (e.g. WhatsApp, etc.) and email
- Excellent interpersonal skills
- Excellent office administration skills
- Able to work independently and in a high-stress and fast-paced environment under pressure
- Valid driver's licence would be advantageous to the application

Personal characteristics: organised, disciplined, innovative, patient, dependable, honest.

Remuneration:

Package negotiable depending on experience and qualifications.

Please send a cover letter and a BRIEF (2 page max) CV to hein@ecufpa.co.za

For further information, please use the same address or call 043 683 2659 (office hours only).

Closing Date: Wednesday, 9 February 2022 at 12h00

Please note:

- If you have not received a response within 10 days, please consider your application unsuccessful. The right not to fill the position is reserved.