



Financial & Database Administrative Assistant

for Eastern Cape Umbrella Fire Protection Association

The **Eastern Cape Umbrella Fire Protection Association (ECUFPA)** is looking for a Financial & Database Administrative Assistant which will mainly assist with administrative duties in the Finance Department. The incumbent should be able to work independently as well as in a team environment.

Brief job descriptions:

Assist the Finance Department with maintaining and creation of databases and other functions including correspondence, reports and documents, draw up agendas, take and distribute minutes, organise meetings 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
- Strong leadership / personality will be required
- **Must have good MS Excel skills**
- **Experience in database management**
- Excellent office administration skills
- Able to work independently and in a high-stress and fast-paced environment under pressure
- Must be able to communicate efficiently with multiple agencies

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 accounts@ecufpa.co.za

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

Closing Date: Tuesday, 20 June 2023 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.