



Administrative Assistant needed

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 context.

Brief job descriptions:

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

Skills profile required:

Experience: Minimum 3-5 years

Skills requirements:

- Good spoken and written communications skills
- Computer literate in all Office programmes (Word, Excel, etc.), internet use and email
- Excellent interpersonal skills
- Excellent office administration skills
- Able to work independently
- 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 fpo@ecufpa.co.za and manager@gsfpa.co.za

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

Closing Date: Thursday, 28 July 2016 at 12h00

Please note:

- If you have received no response within 10 days your application was unfortunately not successful. The right not to fill the position is reserved.
- The ECUFPA / GSFPA management reserve the right to change the scope of work as required.