

Temporary Vacancy!

Administrative Officer (Pretoria –East)

We are currently recruiting for a temporary administrative officer to assist out Compliance division with administrative duties.

The suitable candidate will be based at our Head Office in Pretoria. The purpose of the vacancy is to support the company's internal control's processes to ensure adequate, effective and compliant regulatory principles in line with industry standards and guidelines.

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Minimum Requirements;

1. Matric
2. Valid Drivers License
3. Reliable transport
4. Previous Administrative experience
5. Computer literate (especially MS EXCEL – Advanced level)
6. Superior communication skills: Written and verbal – English
7. Ability to work two Saturdays per month

Please apply by clicking on the link:

<https://docs.google.com/forms/d/e/1FAIpQLSdFe8qyGQwFaDSKBNM4VhvNP1YxHwjDiYMV80A0YaoVVpPJig/viewform>

Quote the Vacancy Reference number: ADMIN001