

## Job Description - Office Administrator

<b>Organisation Background Information:</b>	Qhubeka helps people move forward and progress by giving bicycles in return for work done to improve communities, the environment or academic results. Having a bicycle changes lives by increasing the distance a person can travel, what they can carry, where they can go and how fast they can get there.	
<b>Job Title:</b>	Office Administrator	
<b>Division:</b>	Administration	
<b>Location:</b>	Johannesburg	
<b>Overall Role Purpose:</b>	To develop and increase the effectiveness of Qhubeka's regional administration and ensure efficient office administration.	
<b>Reports to:</b>	Office Manager	
<b>Date approved:</b>	2014/08/01	
<b>Job Responsibilities</b>		
<b>Key Areas of Performance</b>	<b>Main Roles and Responsibilities associated with the position</b>	<b>Overall goals / Typical measures</b>
<b>Administration</b>	Operating the switch board by receiving and directing calls and taking messages. Receiving guests at reception. General admin duties including but not limited to the following: - minute taking and drafting of documents. - Travel bookings when necessary. - Ordering of stationary. Keeping track and recording of petty cash. Purchasing office supplies. Collecting and distributing post. Couriering of items, receiving and distributing items and documents couriered to organization.	Accurate Messages. Taking minutes and maintaining meeting records and submitting on time.
<b>Hand-over Administration</b>	Co-ordinate beneficiary handover process. Send out handover invites. Arrange transport and refreshments for handover day. Prepare certificates for recipients. Obtain photographic consents at the handover.	Accurate inventory records.
<b>Skills / Qualifications</b>		
<b>Key capabilities</b>	<p>Skills</p> <ul style="list-style-type: none"> <li>• Strong administrative skills</li> <li>• Strong technical abilities and work processes orientation</li> <li>• Analytical and creative problem solving skills</li> <li>• Working knowledge of donor relations</li> <li>• Telephone Etiquette</li> </ul> <p>Competencies</p> <p>Competency segment 'Business'</p> <p>Customer Orientation: Is focused on identifying and understanding each donor's needs. Expresses and acts on desire to assist donors in an efficient and friendly manner.</p> <p>Planning &amp; Organizing: Sets clear and realistic goals and objectives. Establishes a course of action and a sequence of steps to ensure that activities and objectives are efficiently achieved. Is structured with good personal organization. Schedules time effectively and uses efficient work methods and tools.</p> <p>Decision Making: Makes timely and appropriate choices based on accurate analysis and experience. Uses sound judgment even in conditions of uncertainty. Anticipates impact of decisions and plans how to manage risk.</p> <p>Competency segment 'Leadership'</p> <p>Building and Leading Teams: Knows the talent needs of the team. Attracts and develops the people who can meet those needs. Encourages effective cooperation among team members and between teams. Inspires team spirit and the commitment to achieve high standards of performance.</p> <p>Competency segment 'Personal'</p> <p>Influencing: Persuades others of the value of an approach or idea. Gains commitment and support and gets others to willingly take action.</p> <p>Communication: Provides both verbal and written information in a timely, clear and concise manner. Expresses ideas effectively, adjusting style, tools and mode to the needs of others. Listens attentively, and summarizes or asks questions, when needed to clarify information.</p> <p>Commitment to Excel: Challenges self and others to exceed standards and achieve extraordinary results, striving for best in class. Is not easily deterred when obstacles or delays are encountered.</p>	
<b>Expected years of experience</b>	Minimum of 3-5 years in an administrative role	
<b>Educational Qualifications</b>	Grade 12. National Diploma; Office Administration.	
<b>Minimum Requirements</b>	<p>Be passionate about Qhubeka and its vision.</p> <ul style="list-style-type: none"> <li>- Valid driver's license</li> <li>- Own transport</li> </ul>	