



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

OFFICE ADMINISTRATOR (CORPORATE SERVICES)

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for Metro Bus positions.

DISCLAIMER

- The MetroBus is currently recruiting and will not demand payment in any form for any job placement.
- The Metro Bus applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the Metro Bus, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process only.
- Metrobus reserves the right not to fill the position.

This Vacancy is open to Employees of the City of Johannesburg, MetroBus and External Applicants

Published: 05 September 2023

Closing Date: 19 September 2023



OFFICE ADMINISTRATOR (/T11)

DEPARTMENT :	CORPORATE SERVICES
SECTION :	OFFICE OF THE GM: CORPORATE SERVICES
DESIGNATION :	OFFICE ADMINISTRATOR
REMUNERATION:	B4 /T 7 (SALARY GRADE)
LOCATION:	1 Raikes Road, Braamfontein

Purpose: To provide a range of administrative support services to the General Manager: Corporate Services and Corporate Services Department with a view to promoting administrative efficiency and support in rendering services of the Department.

Essential Requirements:

- Grade 12/ NQF level 4 plus
- Three (3) year tertiary level Diploma / NQF level 6 Qualification in Business Management / Administration or related field.
- Minimum 2 years' relevant experience in a secretarial or administrative role.
- Computer Literacy: demonstrable knowledge of Office Applications, namely Ms Word; PowerPoint; Excel and Outlook.

Key performance areas are interalia as follows:

- Scheduling and planning of the GM: Corporate Services diary and events with a view to ensuring prioritisation of key deliverables of the office.
- Maintaining a well-organised and efficient office.
- Provision of secretariat support for the General Manager: Corporate Services.
- Track and report to GM: Corporate Services on Departmental projects.
- Assist in collating information for compilation of quarterly and annual reports of the Corporate Services Department.



Skills / Knowledge / Abilities

- Communication at all levels
- Interpersonal skills
- Organization
- Report compilation
- Administrative Project Management
- Microsoft Office
- Time management
- Customer service
- Attention to detail
- Flexibility
- Team player
- Multitasking

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NB: All applicants who meet the above-mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will prioritise employment of Women; Youth; People with disabilities and those that will help improve its Employment Equity profile.

Applications must be sent via link: <https://share.hsforms.com/139atsmaaR3aN5ffTMqiYvg469tl>

ENQUIRIES ONLY

CONTACT PERSON: Briggett Mavuso

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