

DUTIES

verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.

: Printing, binding and copying of built drawings, reports, plans, books, flyers, laminating of documents, filing, faxing and copying of documents for internal use; Typing of letters, memos and reports on the basis of written notes; Register projects on BlZ and good record keeping; Distribution and tracking of documents; Assist with administrative tasks required from within the directorate; Ensuring documents are scanned and uploaded on MyContent; Arrange meetings, take minutes and distribute timeously; Filing of professional and technical project documentation; Efficient managing, collecting and capturing of electronic data; Manage and prepare spreadsheets to produce reports on projects; Check invoices for correctness, bank details and possible double payments; Capture and process payments and claims accurately and immediately on correct systems and in accordance with relevant prescripts; Address enquiries from consultants, contractors and technical staff in a friendly and effective manner; Ensure proper record keeping of all payments, claims, copies and supporting documentation.

ENQUIRIES

: Ms G Kuhn at Tel No: (021) 483 9971