

My Job Search

Administrator

Financial adviser ,Gauteng, South Africa

Description

Dynamic team looking for administrative clerk! Our work environment is fast paced, where teamwork and the ability to solve problems independently will be of a great advantage to you!

Location: Northcliff, Johannesburg

Working Hours: 08:00-17:00 (60 minutes lunch included).WERK:

Requirements (Education/Skills):

- Matric Certificate (having passed languages and core mathematics)
- Fluency in Afrikaans and English
- Problem Solving attitude with an eagerness to learn
- Basic Computer Skills (MS Suite: Word, Excel, Powerpoint)
- Ability to communicate fluently in Afrikaans and English
- Knowledge of the financial services industry would be advantageous, but is not a core requirement.

Own/ reliable transport is also a key requirement.

Advertiser details

Name	Ansonette
Phone	0114310595
Email	an@delta4.co.za
Address	Alto Level House, 4 Fir Drive, Northcliff ,Gauteng, South Africa - 2195

More details

Company Name	Delta4 Financial Services
Advertised By	Business
Job Type	Full Time
Language	Afrikaans & English
Gender	Female
Drivers Licence	Code B
Highest Education	Matric
Experience	3+ yrs
Salary	R 7 000
Link	For more information click here