

My Job Search

Mrs

Administrator ,East London, Eastern Cape, South Africa

Description

LOCATION:

North End, Gqeberha/ Port Elizabeth

ABOUT THE POSITION

We are currently seeking an Admin Assistant with a knack for streamlining office operations. Skilled in managing records, handling corresponding with clients and providing customer service. Known for strong multitasking abilities and accuracy in delivering administrative excellence.

WHAT YOU WILL DO

General office administration

Registration of buyers

Buyer's payment and receipting

Buyer's refunds

Answering of telephone

MINIMUM REQUIREMENTS

1 year Administration experience

Auction background would be beneficial but not necessary for the role.

Own transport

Ideally living within the North End area or within travelling distance 20-25 kms from site

Ability to work independently and within a team

Clear criminal record

Will be on a 3-month probationary period.

DESIRED SKILLS

Computer Literate

Attention to details

Customer orientated

Good communication skills

SHOULD YOU MEET THE ABOVE KINDLY FORWARD YOUR CV TO shamila@realskills.co.za

CLOSING DATE 10 OCTOBER 2024

Advertiser details

Name	Shamila Grever
Phone	0414870699
Email	hr@aucor.com
Address	North End Port Elizabeth, East London, Eastern Cape, South Africa - 6001

More details

Company Name	Aucor
Advertised By	Business
Job Type	Full Time
Language	English
Gender	Any
Drivers Licence	None
Highest Education	Matric
Experience	1+ yrs
Salary	R
Link	For more information click here