

## **GRADUATE INTERNSHIP AS A TRAINEE ADMINISTRATOR**

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Masthead (Pty) Ltd provides compliance, risk management, practice management and business intelligence to all Financial Services Providers (FSPs), both local and abroad. Masthead is the largest compliance service provider to all FSPs in South Africa.

Masthead is offering a 1-year Internship for a Graduate to be trained as an Administrator at our office in Johannesburg Regional Office. Starting date 1 February 2019. This role will suit a candidate with a degree who is looking to study further.

The successful candidate will report to the Regional Manager, Mrs. Andria Hibbert. This role is responsible for providing administrative support to the Compliance function, which will include assistance with functions such as record keeping, filing, data capturing and report generation.

The working hours are 08:00 – 16:30 and the salary is R6500 per month.

### **Qualifications and Age Requirements**

- Degree
  - Commerce or Law
- Between 18-35 years of age

### **Key Accountabilities**

- File and update internal records and registers
- Checklist procedure to identify any gaps in records
- Assist with the maintenance of data and update and capture as required
- Generate reports at required intervals
- Assist with the preparation of consolidated reports
- Provide administrative support in the management of data banks and reporting systems
- Typing of general correspondence and minute-taking
- General office duties, such as, filing, email and assisting with other functions on an ad-hoc basis.

### **Technical Knowledge and Experience**

- Computer literacy in MS Word, Excel and PowerPoint
- Work experience in an administrative capacity will be an advantage
- Some knowledge of the financial services industry will be an advantage

### **Behavioural Competencies**

- Accuracy and attention to detail
- Willingness to learn
- Planning and organising
- Initiative
- Quality orientated
- Time management skills
- Ability to work independently
- Able to communicate

<b>Address your CV to</b>	Andria Hibbert
<b>In the Subject Line write</b>	Graduate Internship as a Trainee Administrator
<b>Email your CV to</b>	ahibbert@masthead.co.za
<b>Cut-off date for this Vacancy is</b>	15 November 2018

Should you have had no response to your application within 14 days of the cut-off date, then consider your application as being unsuccessful.