

GRADUATE INTERNSHIP PROGRAM TRAINEE ADMINISTRATOR

1-year employment contract with effect from 1 February 2021

Region	Port Elizabeth
Reporting to	The Area Manager in the region
Position Summary	Masthead (Pty) Ltd has a 1-year contract available for a graduate to be trained as an Administrator at their regional office in Newton Park, Port Elizabeth. This role will be responsible for providing administrative support to the Compliance function, which includes assistance with functions such as recordkeeping, filing, data capturing and report generation. This role will suit a candidate with a degree who is looking to study further.
Working hours	08:30 – 16:30
Salary	R6500 per month

Key Accountabilities	<ul style="list-style-type: none"> • File and update internal records and registers. • Checklist procedure to identify any gaps in records. • Assist with the maintenance of data by updating and capturing 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.
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Technical Knowledge and Experience	<ul style="list-style-type: none"> • Computer literacy - MS Word, Excel and PowerPoint. • Work experience in an administrative capacity will be advantageous. • Some knowledge of the financial services industry will be advantageous.
Behavioural Competencies	<ul style="list-style-type: none"> • Accuracy and attention to detail. • Willingness to learn. • Planning and organising. • Taking Initiative. • Quality orientated. • Time management skills. • Ability to work independently. • Able to communicate.

Qualifications and Age Requirements	<ul style="list-style-type: none">• Degree• Between 18-35 years of age
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Address your CV to	Ferdi Coetzee
In the Subject Line write	Graduate Internship as a Trainee Administrator
Email your CV to	fcoetzee@masthead.co.za
Cut-off date for this Vacancy is	14 December 2020

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