

## Administrator: Contractor Management

A vacancy exists for an Administrator in the contractor management section within the Contractor Management and Site Services department reporting to the Superintendent Contractor Management. The successful incumbent will be responsible for providing a complete administrative support function to the contractor management section, while maintaining company standards and a high level of confidentiality.

### Key performance areas

- Maintain health, safety & environmental standards at all times;
- Filing and office administration;
- Compile, process and distribute required information;
- Control the contractor access administration;
- Perform administrative support functions; and
- Create purchase requisitions for contractors and outside orders

### Minimum requirements

- Grade 12 with 20 points and an E-symbol in English;
- Two years' Secretarial or Office Administration qualification;
- Three years' relevant working experience in office administration or as a personal assistant; and
- Valid code B driver's licence.

### To apply

Please submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for to e-mail:

[RUL.recruitment@rossing.com.na](mailto:RUL.recruitment@rossing.com.na)

**Application closing date: 13 September 2019.**