

Shaping the future

Administrator: Contractor Management

A vacancy exists for an Administrator in the contractor management section within the Engineering and Projects 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 E-symbol in English;
- Two years' Secretarial or Office Administration qualification;
- Three years' relevant working experience in office administration or 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

Application closing date: 16 April 2019