

## Vacancy

<b>Position Title</b>	<b>Office Administrator</b>	<b>Reports to (Position)</b>	<b>HSSE &amp; Facilities Manager</b>
<b>Department</b>	<b>130 - Office Management</b>	<b>Reports to (Manager)</b>	<b>Herman Engelbrecht</b>
<b>Employment type</b>	<b>Permanent</b>	<b>Vacancy reference no.</b>	<b>VCP-HOL-003</b>
<b>Location</b>	<b>Johannesburg</b>	<b>Advert Release Date</b>	<b>17-Jan-2012</b>
<b>Response deadlines</b>	<b>INTERNAL Applicants</b>	<b>31-Jan-2012</b>	<b>EXTERNAL Applicants</b> <b>31-Jan-2012</b>
<b>Job Purpose</b>	The primary function of the Office Administrator in the Midrand office is to handle reception duties as well as assist with all the GSS related functions including Office Maintenance, ICT, HSSE and Corporate Comms. In addition to this, they are required to supervise the Office Assistant		

### Key Performance Areas and Objectives (refer to PMS for standards required)

<b>Strategy</b>	<b>No. of sub-headings</b>	<b>0</b>
<ol style="list-style-type: none"> <li>1. Ensure you have a clear understanding of the company and your department's strategy.</li> <li>2. Ensure all decisions / actions are in line with the strategy.</li> </ol>		
<b>Business Management</b>	<b>No. of sub-headings</b>	<b>0</b>
<ol style="list-style-type: none"> <li>1. Adherence to all group / company specific procedures / brand standards</li> <li>2. Involvement in your own training and development</li> <li>3. Employee engagement</li> <li>4. Successful migration to the new ERP system</li> </ol>		
<b>Business Development</b>	<b>No. of sub-headings</b>	<b>0</b>
<ol style="list-style-type: none"> <li>1. Act as true Pragma ambassador (brand, professionalism).</li> <li>2. Additional work opportunities at existing and potential clients are identified and passed on to sales.</li> <li>3. Where required, input is given to assist with solution definition and scoping of new projects.</li> </ol>		

## Vacancy

### Operations

No. of sub-headings

3

Refer to sub-headings below

#### KPA Sub Headings

##### Time keeping / Telephone Management

1. Ensure to always be on time.
2. Ensure good attendance record
3. Take leave during non peak times
4. Operate switchboard effectively
5. Screen Calls and divert as appropriate
6. Take and distribute messages
7. Update telephone list

##### Front line reception service

1. Receive and attend to walk in visitors.
2. Ensure that pedestrian gate is closed at all times
3. Ensure completion of paper work, sign in and HSSE procedures.
4. Ensure all visitors are accompanied by a staff member.
5. Ensure all visitors and contractors have left the premises.
6. Coordinate incoming and outgoing mail.
7. Liaise with Courier and Delivery Companies.

##### General Office Administration

1. Creating of purchase orders on Maconomy for OM related purchases
2. Stationary management and distribution.
3. Supervising Office Assistants and ensuring the Offices are up to standard.
4. Arrange only crockery and cutlery stock takes with Office Assistant.
5. Ensure that weekly Office supplies stock takes are done.
6. Office supplies are kept at an acceptable level.
7. Coordinate boardroom bookings and set up of rooms where required
8. Ensuring the PTW process is followed at all times (Call logging on OnKey)
9. Assit the following departments where required: HSSE and FM; ICT; Marketing and Communications
10. Ensuring the Office Maintenance tasks are completed correctly and on time by Pragma Contractors ensuring a functional Office environment
11. Responsible for operation and over seeing the carwash .

### HSSE Culture

No. of sub-headings

0

1. Accept full responsibility for compliance to all general HSSE requirements as stipulated in the Pragma employee "HSSE Code of Conduct".
2. Demonstrate support for the Pragma commitment and policy on HSSE (Making goal zero personal).
3. Participate in support of the 4 Golden Principles (comply, intervene, respect and re-use).
4. Accept and take full responsibility for any specific HSSE role that Pragma might require (formal appointment in writing)

# Vacancy

## Required Competencies

Required Competencies																		
Competencies and Skills (Ability / Talent)	Knowledge (Learning / Comprehension)	Attributes (Strengths / Characteristics)																
<b>Competencies</b> Communication Customer Focus Work Standards Planning and Organising Contributing to Team Success  <b>Other skills</b> - Handling difficult customers	- Computer literacy - MS Office - English grammar and spelling	<table border="1"> <thead> <tr> <th>Typical strengths</th> <th>Adjectives</th> </tr> </thead> <tbody> <tr> <td>Responsibility</td> <td>Dependable</td> </tr> <tr> <td>Communication</td> <td>Calm</td> </tr> <tr> <td>Deliberative</td> <td>Friendly</td> </tr> <tr> <td>Self-assurance</td> <td>Professional</td> </tr> <tr> <td>Arranger</td> <td>Organized</td> </tr> <tr> <td colspan="2"><b>Other</b></td> </tr> <tr> <td colspan="2">n/a</td> </tr> </tbody> </table>	Typical strengths	Adjectives	Responsibility	Dependable	Communication	Calm	Deliberative	Friendly	Self-assurance	Professional	Arranger	Organized	<b>Other</b>		n/a	
Typical strengths	Adjectives																	
Responsibility	Dependable																	
Communication	Calm																	
Deliberative	Friendly																	
Self-assurance	Professional																	
Arranger	Organized																	
<b>Other</b>																		
n/a																		

## Required Experience and Qualification/s

Experience	Qualification/s
- Previous experience in this kind of role will be beneficial	<b>Essential for the post</b> - Matric  <b>Preferred for the post</b> - Secretarial diploma

<b>Preference</b>	Preference will be given to suitable internal candidates in line with company policies.
<b>Employment Equity</b>	The company's employment equity plan and targets will be considered as part of the recruitment process.
<b>Further Information</b>	For more information or questions about the position you can contact <b>Herman Engelbrecht</b> at <a href="mailto:herman.engelbrecht@pragmaworld.net">herman.engelbrecht@pragmaworld.net</a>

<b>How to apply</b>	If you meet the minimum requirements as indicated above and you strive to be the best in the environment you operate within, come and join our team! Follow the appropriate link below (or copy and paste it into your web browser) to complete Pragma's online candidate screening questionnaire.	
	<b>INTERNAL</b> candidates (Pragma employees only):	<a href="http://www.surveymonkey.com/s/Pragma_INTERNAL_Recruitment">http://www.surveymonkey.com/s/Pragma_INTERNAL_Recruitment</a>
	<b>EXTERNAL</b> candidates:	<a href="http://www.surveymonkey.com/s/Pragma_Recruitment_Questionnaire">http://www.surveymonkey.com/s/Pragma_Recruitment_Questionnaire</a>