

Vacancy: Maintenance Support Administrator

Description: We are currently seeking an experienced Maintenance Support Administrator to join our rapidly growing team. Core responsibility for this role is to provide administrative support as it pertains to managing the office, supervise staff and handle duties for upper management.

Job Type: Long term, nine (9) hours per day, five (5) days a week

Qualifications

The role of a Maintenance Support Administrator requires:

- Diploma or Degree in Office Administration or relevant field.
- Minimum of three (3) years' proven admin experience.
- Outstanding communication and interpersonal abilities
- Excellent organizational skills
- Excellent knowledge of MS Office

Duties

The successful candidate will perform duties such as:

- Responsible for confidential and time sensitive material
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Support to the maintenance team, management and staff through a variety of tasks related to organization and communication
- Managing and tracking project files
- Arrange conferences, meetings, and travel reservations for office personnel
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs
- Schedule and confirm appointments for clients, customers, or supervisors
- Set up and maintain paper and electronic filing systems for records, correspondence, equipment files, operators' licenses, etc.
- Other duties as assigned relating to the job role

Remuneration

Compensation will be based on skills, qualifications, and experience. Only shortlisted candidates will be contacted.

Instructions to apply:

Visit our website (<https://www.gysbi.com/careers>) and follow the instructions there to apply.

Closing Date: Saturday November 28th, 2020