



ANNEXURE A

Job Description

Job title	<i>Administration Officer</i>
Reports to	<i>Branch Manager</i>

Job purpose

Responsible for supporting management providing confidential, secretarial duties and administrative support including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

Duties and responsibilities

1. Provide office support services in order to ensure efficiency in the office.

- i. Receive, direct and relay communication accurately and professionally (telephone, fax, postal, hand).
- ii. Prepare confidential documents (typing, filing and record keeping activities that are required by the company).
- iii. Perform filing and record keeping duties and maintain a general filing system for all correspondence.
- iv. Assist in planning and preparation of meetings.
- v. Maintain adequate inventory of office supplies.
- vi. Capturing of invoices
- vii. Reconciliation statements(VAT, suppliers, payments and service providers).
- viii. Provide support to Branch Manager and staff/team members.
- ix. Responsible for checking if an employee is mentally and physically fit for work by the use of a breathalyzer.
- x. Responsible for physically checking and supervising securities everyday.
- xi. Responsible for shop maintenance.
- xii. Preparing salaries.
- xiii. To sign overtime forms.
- xiv. Generate timely sales reports

- xv. Likewise if there are faulty items that are to be returned to the suppliers, the Admin Officer and Stock Assistant shall ensure that happens as soon as possible.

2. Provide support to the Branch Manager

- i. Preparation of overtime claims for Branch Manager approval before submission to HR.
- ii. Leave schedule and submit to Branch Manager and HR.
- iii. Drafting and circulation internal communication (memos) with management and all team members in conjunction with Branch Manager.
- iv. Keep a document delivery log book.

3. The Administration Officer shall perform any other duties assigned by management, Buyer and Branch Manager.

Qualifications

Qualifications include:

- Secretarial and/or administrative qualification
- 2-3 years Experience in related field.
- Document preparation with good working knowledge of Pastel, Microsoft (Word, PP, Excel)
- Basic book- keeping knowledge.
- office administration skills
- Ability to work under pressure and still maintain ideal disposition towards work.

Working conditions

- weekend work, shift work.

Physical requirements

- Messenger function may require moving around a lot

Direct reports

N/A

Reviewed:	<i>05 December 2019</i>
Approved by: (Managing Director)	

Employee Signature.....

Supervisor Signature.....

Date:.....

Date:.....