



SAREBI is a Renewable Energy Business Incubator located in Atlantis, Western Cape. The Incubator, together with its strategic partners, aims to unlock opportunities, provide non-financial business development support, facilitate access to technology, contribute to the diffusion of new technologies and innovations, facilitate linkages and create an enabling and nurturing environment for emerging, startup and existing enterprises within the Renewable Energy & Energy Efficiency sector.

www.sarebi.co.za

Vacancy: Reception & Office Administration

Business:	South African Renewable Energy Business Incubator
Job Location:	Atlantis, Western Cape
Reference:	SAR002/2019
Date:	22 May 2019
Reporting Lines:	Implementation Manager

The Office Administrator will be responsible for general secretarial, administrative and minor operational functions of the organisation.

Reporting to the Implementation Manager this position will be responsible for the following:

- Reception including switchboard operation (position is based at reception)
- Receiving and directing visitors, including vendors, clients, job candidates and customers
- Deal with queries from the public and customers
- Supply information regarding the organization to the general public, clients and customers.
- Receive and process mail, faxes and deliveries
- Ensures completion of paperwork, sign-in and security procedures.
- Organize courier deliveries
- Control inventory relevant to the office area
- Monitor, control and order all office supplies
- In liaison with Accounts Clerk, ordering office stationery supplies
- Maintain office equipment and report any malfunctions
- Creating spreadsheets and presentations
- Design and update lists of contacts for all SAREBI staff, board and committee members.
- Maintain database for all SAREBI clients, partners and stakeholders
- Provide the Cleaner with necessary items to carry out her duties effectively.
- Secretarial support for the management team
- Maintain documents and admin items on Sarebi Intranet
- Support the Implementation Manager in various office administration duties, including facility and general maintenance services.
- Devising and maintaining office systems, including data management, filing, etc.
- Handle boardroom and meeting room bookings and ensure correct invoicing
- Manage aspects of team meetings including venue set-up, diary notices, documentation and materials.

- Facilitate calendar requests for all the administrative and board meetings and confirm attendance.
- Collate information for the formulation of the agenda for each meeting
- Ensure all necessary documentation for the meeting is prepared on the day of the meeting (attendance registers, recording equipment etc).
- Organising all corporate travel and accommodation and preparing travel itineraries,
- Assist with month-end financial reports
- Assist with ad-hoc accounting functions as delegated by the Implementation Manager
- Handle all communications, documentation and minutes for Sarebi Board meetings and processes
- Distribute the schedule of all meetings to all members of the Board and Sub-Committees.
- Distribute and monitor board meeting invitations and RSVP's.

Job requirements

- Relevant qualification or appropriate experience in Office Administration
- Knowledge of MS Office (Word, Excel and PowerPoint)
- Excellent command of the English language
- Ability to multi-task and prioritise
- Excellent communication skills
- Knowledge of customer service principles and practices
- Good attention to detail
- Ability to stay calm under pressure
- A methodical and thorough approach to work
- An independent operator that can function without continuous supervision.

Please submit your application on the Sarebi website at <http://www.sarebi.co.za/careers/>

Closing date: 07 June 2019

Shortlisted candidates will be requested to submit certified copies of academic records.

SAREBI reserves the right not to make an appointment. If you have not been contacted within two (2) weeks of the closing date, please consider your application unsuccessful.