



# **THE GREEN CONNECTION**

*Making Sustainable Development a reality*

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**TITLE:** Contract post for a Temporary Office Assistant

**AVAILABLE:** 01 APRIL 2009

**OFFER:** R negotiable

**APPLICATIONS CLOSING DATE:** 13 FEBRUARY 2009

### **INTRODUCTION:**

The Green Connection is a group of dynamic professionals in the sustainable environmental field, who pride themselves on their relevance in the new South Africa. We are looking for an individual who has expertise in administrative and bookkeeping fields and who takes a keen interest in the environment and related issues.

### **MINIMUM REQUIREMENTS:**

- Matric/ Grade 12/ Senior Certificate
- Minimum 2 years office/admin assistant experience and bookkeeping knowledge
- Computer Literate (Word, Excel, Outlook and Internet)
- Good Interpersonal and communication skills
- Ability to organise workloads and prioritise
- Office Administration and organisational skills
- Attention to detail and ability to meet deadlines
- Good telephone manners
- Accountability, reliable and dependable
- Ability to correspond professionally in English, written and spoken fluency essential
- Afrikaans as an additional language would be advantageous
- Code 8 Driver's Licence

### **JOB SPECIFICATION:**

- Provide a general office administrative function
- Admin duties: filing, faxing, emailing, typing, phoning, organising documentation, and Internet research.
- Making travel arrangements: booking flights, accommodation and car rentals
- Communicating information
- Organising meetings, workshops (participants, venues and caterers)
- Work independently to provide support to a successful and vibrant team
- Handling Petty Cash and stationery
- Manage company calendar and confidential information with discretion
- Manage the day-to-day office operations

If you entirely comply with the above, please send your CV and Motivation Letter to Penny Hlakula. You can email to [penny@thegreenconnection.org.za](mailto:penny@thegreenconnection.org.za), fax: 021 761 5137, or phone 021 761 6560