



JOB OPPORTUNITY

STENDA TRADING (Pty) Ltd is seeking to appoint a

Office Administrator

Ref:ST001/2510

Minimum Qualifications Required:

- Grade 12/Matric
- Post Matric qualification in Office Administration/Office Management or relevant qualification
- Must have advanced MS Excel, Word, Powerpoint, Outlook
- Work experience in similar position

Minimum Experience Required:

- Minimum 2 (two) years work experience as a office administrator/HR or similar role.
- Experience in managing own debtor's book and performing full function credit control duties is highly advantageous
- Highly professional, presentable and well spoken
- Excellent computer proficiency (Microsoft Office-Word, Excel, Powerpoint, Outlook)
- Must have a drivers licence and own transport
- Attention to detail and good organisational skills, including the ability to affectively communicate with staff and customers
- Must be able to work under pressure and meet deadlines whilst maintaining a positive attitude and providing exemplary customer service

Closing Date: 28 October 2019

Please Forward CV's to admin@stendatrading.com attention Mrs Portia Mahlangu. Subject: **Office Administrator ST001/2510**

Enquiries to Mrs Portia Mahlangu 013 110 0765/082 306 8713

If you have not been contacted by 01/11/2019 consider your application unsuccessful.