



Road Traffic
Management Corporation

ADMINISTRATIVE ASSISTANT

Ref No. RTMC/OCEO: AA/2023

Market related Salary

Position: Administrative Assistant to the CEO

Unit: Office of the CEO

Location: Eco Park

Job Purpose: Administrative Assistant to the CEO is responsible for ensuring that the office is running properly regarding administrative support. The Administrative Assistant is also responsible for developing and maintaining a filing system within the office.

KEY JOB RESPONSIBILITIES:

- Maintain and manage all administration in the office as per requirements.
- Ensure that all files are filed according to the system.
- Handle and relay correspondence in the absence of the Manager: Office of the CEO and /or the CEO and ensure that the office is kept informed of any relevant issues that develop
- Deal appropriately with all staff travel requests.
- Handle correspondence and relay to required personnel within set requirements.
- Make arrangements and coordinate staff meetings and functions within all set requirements, when required.
- Ensure that office equipment is maintained and is functioning efficiently.
- Implement and control a stationery management procedure and ensure that all staff are aware of the process and requirements.
- Maintain and build relationships with all stakeholders and service providers to ensure service level requirements are met.

- Promote open communication to the team in the Office of the CEO to ensure problems are addressed timeously and effectively.
- Perform relevant people management functions within the section.

QUALIFICATIONS AND EXPERIENCE:

- Matric – (NQF Level 4)
- Must have a Diploma (NQF Level 5)
- Must have three (3) years' relevant experience.

KEY ATTRIBUTES AND COMPETENCIES:

- Quality focus must have initiative
- Professionalism and positive attitude
- Flexibility and adaptability

HOW TO APPLY:

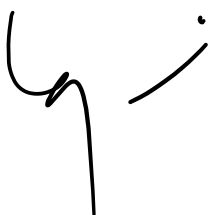
- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as copies of qualifications.
- Applications must be forwarded via email to: rtmc@miltonresourcing.co.za.
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

NB: Persons with disabilities are encouraged to apply.

Closing date is the 21 July 2023 at 16:30 pm, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

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