



JOB POSTING

POSITION: ADMINISTRATOR
LOCATION: ACACIA PARK (KIMBERLEY)
START DATE: 1 APRIL 2026

ESSENTIAL MINIMUM REQUIREMENTS

FORMAL EDUCATION: MATRICULATION

EXPERIENCE: A minimum of two years' experience on a busy switchboard as the incumbent will be responsible for handling incoming lines with internal extensions, as well as manning the busy reception area. Must be competent in using all Microsoft Office packages, i.e. Excel, Word, and PowerPoint.

COMPETENCIES: The incumbent must be fully bilingual in both English and Afrikaans and competent in manning a busy switchboard; typing complex schedules in Excel; planning and organising; marketing the centre, filing and general administration duties. Assist with training reports.

ATTITUDE: Must be prompt and professional in managing the switchboard and reception area; must be patient, empathetic and tactful in interactions with people; must be accurate and precise in all typing and able to prioritise work within standard operating routines and procedures; and able to meet deadlines. The incumbent must be able to meet deadlines and manage stress while maintaining a sense of humour.

DATE PUBLISHED 10 March 2026

EXPIRY DATE: 20 March 2026

INTERESTED APPLICANTS WHO MEET THE ABOVE ESSENTIAL MINIMUM REQUIREMENTS, SHOULD CONTACT:-

MRS. VANESSA DE VILLIERS AT ACACIA PARK AND SUBMIT THEIR WRITTEN APPLICATION AND CV VIA E-MAIL TO acaciamanager@trans50.org.za ON OR BEFORE THE EXPIRY DATE

NOTE: All applications will be treated in the strictest confidence