



## JOB ADVERTISEMENT ADMINISTRATOR

SISHEN SOLAR FACILITY

A temporary Administrative position is available on our Solar Farm based in Kathu.

### Job Description

- Assist with warehouse functions when required.
- Screen telephone calls and handle enquiries.
- Deal with letters and emails.
- Use a computer to produce letters, reports and presentations.
- Take minutes of meetings.
- Look after visitors.
- Assist Project team in administrative and organizational tasks.
- Compile and prepare timesheets and submit to Human Resources.
- Receiving of goods into the procurement system.

### Job Requirements

- Qualification in Administration or Office Support advantageous.
- Languages/Level: English proficient; Afrikaans advantageous
- Years' experience required: 2-5 years in similar post
- Areas experience required: Office Administration; timesheet collation
- Length/Type of contract: Temporary – maternity placement (6 months)

Closing Date: Thursday 25 January 2018

CV's are to be sent to the below contact:

Michelle Langenhoven  
HR Department  
Office Number: +27 219125300  
Email: michelleirene.langenhoven@acciona.com

Should you not receive any feedback from us by 30 January 2018, please consider your application not successful.