



GENERAL ADMINISTRATOR

Portkey (Pty) Ltd is currently seeking a motivated and organized **General Administrator** to join our team. This role plays a pivotal part in supporting the smooth day-to-day operations of the company, ensuring efficiency and effectiveness in administrative functions.

Key responsibilities:

The successful applicant will:

- Manage office operations, including handling correspondence and documentation
- Organize and maintain company records, databases, and filing systems
- Provide general administrative support to various departments as required
- Schedule and coordinate meetings, appointments, and travel arrangements
- Assist with preparing reports, presentations, and other documentation
- Handle incoming calls, emails, and inquiries professionally and efficiently
- Perform other clerical and support tasks as assigned

Minimum Requirements:

- Matric (Grade 12) advantageous
- Proficiency in Microsoft Office Suite (Word, Excel,

PowerPoint, Outlook)

- Attention to detail and a high level of accuracy
- Previous experience in a similar role
- Valid Code B driver's license

Additional preferred requirements:

- Relevant diploma or certification in administration or related field

Skills:

- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Effective time management and prioritization
- Ability to handle sensitive and confidential information with discretion

Interested applicants are required to forward their CV to jobs@portkeyoperations.co.za with Subject Title: **Administrator**. Shortlisted candidates will be contacted. Should you not be contacted by us within 2 weeks from the closing date for applications, please consider your application unsuccessful.

Applications closes 19 December 2024.