

Job Title: Office Administrator

Location: Cape Town

Reports To: Finance Manager

Job Type: Full-time

Contract type: One year renewable

Job Overview:

The Office Administrator will oversee the day-to-day operations of the office, ensuring all administrative processes run efficiently. The ideal candidate will be proactive, detail-oriented, and able to manage a variety of tasks simultaneously. This role is vital in maintaining a productive, well-organized, and professional office environment in line with South African workplace standards.

Key Responsibilities:

- **Administrative Support:**
 - Manage and respond to all incoming communication, including phone calls, emails, and post.
 - Draft, edit, and proofread documents, reports, presentations, and spreadsheets.
 - Maintain accurate company records, both electronically and in physical files.
 - Handle confidential information following South African legal and privacy guidelines (e.g., POPIA).
- **Office Management:**
 - Manage office supplies and consumables; ensure prompt replenishment when needed.
 - Coordinate with suppliers and service providers to manage office equipment maintenance and repairs.
 - Schedule and organise meetings, appointments, and company events.
 - Ensure the office environment is tidy, safe, and welcoming to visitors, adhering to health and safety standards (e.g., OHS Act compliance).
- **Financial Administration:**

- Assist with invoice processing, tracking expenses, and ensuring compliance with VAT regulations.
- Handle petty cash management, credit card reconciliations, and employee expense claims.
- Support the finance department in processing payments, budgeting, and basic bookkeeping.
- **Human Resources Support:**
 - Assist in the onboarding of new employees, including document preparation and induction procedures.
 - Support in maintaining updated employee files in line with South African labour laws and regulations (e.g., BCEA).
 - Support payroll processing and benefits administration as required.
- **Project Assistance:**
 - Assist in managing internal projects, ensuring timelines are met and communication between stakeholders is clear.
 - Support other departments with administrative tasks related to ongoing projects.
- **Travel and Logistics Support:**
 - Assist in booking flights, visa applications and reservation of accommodation.
 - Receive and check deliveries to ensure that the correct amount and type of stock is delivered.
 - Arrange outgoing shipments

Qualifications and Skills:

- **Education:**
 - Matric Certificate (required)
 - Diploma or Degree in Office Administration, Business Administration, or a related field (advantageous)
- **Experience:**

- Minimum 2+ years of experience in an administrative or office management role.
- Prior experience in financial administration or working with budgets is a plus.
- **Technical Skills:**
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Familiarity with local office management systems, financial tools, and accounting software is beneficial.
- **Key Competencies:**
 - Excellent organisational skills with attention to detail.
 - Strong written and verbal communication skills in English (and preferably an additional South African language).
 - Ability to work independently and under pressure while managing multiple tasks.
 - Understanding of South African labour laws, compliance, and statutory requirements (e.g., UIF, PAYE).
 - A positive attitude and strong interpersonal skills to foster a collaborative office culture.
 - Physically fit and mobile.

Working Conditions:

- Office-based role with typical business hours (Monday to Friday).
- Flexibility to work additional hours when required, especially during peak periods or company events.
- Must comply with South African health and safety regulations for office environments.

Benefits:

- Competitive salary aligned with South African market standards.
- Opportunities for professional growth and development.
- Annual leave, sick leave, and other entitlements as per South African labour laws.