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## Job Vacancy: Administrative Assistant

**Ideal Candidate:** Dr Temp (Pty) Ltd is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks; Providing support to our managers and employees, assisting in daily office needs, and managing the company's general administrative activities.

### Reports to:

- Operations Manager
- Supply Chain Manager

### Job Responsibilities:

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| <ul style="list-style-type: none"> <li>- Can work in a fast-paced environment; Ensuring deadlines are met while executing tasks with accuracy and efficiency.</li> <li>- Coordinate office activities</li> <li>- Schedule meetings, conferences and make travel and accommodation arrangements</li> <li>- Data entry and management</li> <li>- Document Preparation</li> <li>- Create effective filing Systems &amp; Organize files</li> <li>- Maintaining digital and physical records of documents</li> <li>- Maintain complete stock of all office supplies and accuracy of inventory</li> </ul> | <ul style="list-style-type: none"> <li>- Maintain meeting minutes</li> <li>- Handle confidential information</li> <li>- Respond to company calls and Customer Queries</li> <li>- Hospitality and Housekeeping related functions (Greeting &amp; receiving visitors, Serving visitors).</li> <li>- Provide administrative support to executive management</li> <li>- Provide an array of support services to help maximize productivity and contributing to the company's overall performance.</li> </ul> |
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### Job Skills & Competencies:

#### Technical Skills & Competencies

- Time Management
- Project Management
- Office Management
- Executive Support
- Critical Thinking
- Highly Organized
- Task Prioritization
- Multi-Tasking
- Data Entry
- Efficiency in utilising Microsoft Office (Word. Outlook. PowerPoint. Excel)
- Technical writing
- Effective Task Execution
- Quality Work
- Administrative Support
- General Administrative Tasks
- Attention to Detail
- Excellent Verbal and Written Communication
- Scheduling
- Presentation Preparation

#### Human Skills & Competencies

- Emotional regulation and maturity to handle confidential information.
- Maintaining a professional demeanour, managing stress
- Effective Interpersonal Communication
- Ability to work effectively with others
- Proper Telephone Etiquette
- Self-Starter (Proactive & Takes Initiative)
- Adaptable to new environments
- Problem-Solving

### Applicant Requirement:

- Matric Certificate
- CV / Resume
- Can competently speak, read and write in English and Afrikaans.
- Has a driver's license and can drive competently.
- ID

### Working location:

Brooklyn, Pretoria, South Africa

### Remuneration:

R12 000 – R16 000 pm (depending on experience)

### Working hours:

7am – 4pm

### Application closing date:

**29<sup>th</sup> October 2024**

For further enquiries or to respond to this application email [Kyla@drtemp.com](mailto:Kyla@drtemp.com)



### Address

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