**VACANCY**

**Career Office Support Administrator**

Christel House International oversees 8 schools and programmes in 4 countries where a holistic model has been designed to transform the lives of impoverished children by breaking the cycle of poverty. Although education is at the core of the model, it is complemented by comprehensive services which include character development, nutrition, health care, social services and career planning, ultimately producing capable individuals, desirable employees and responsible citizens. Through a trust vehicle, all the organisation’s administrative and fundraising expenses are covered in perpetuity, enabling donors to be assured that 100% of their donations will go to programmes that support students of the schools.

The South African school, based in Ottery in Cape Town, was opened in January 2002. It has 760 students across their primary and high schools and a total staff compliment of over 75.

**The position:**

The successful candidate will fill the position of **Career Office Support Administrator**, reporting to the Career Development Manager and also working with the Career Development Coordinator on certain projects. This is a very busy department and the incumbent needs to be organized, with a good work ethic. The Career team works with both the Junior and High schools as well as the Alumni of Christel House South Africa.

**Working conditions:**

The position requires minimal weekend work, i.e. 2 or 3 Alumni workshops or University/College open days per annum.

**Qualifications and Educational requirements:**

Matric is essential (while a diploma in the business, marketing, HR or related fields would be advantageous)

**Preferred skills**

* + - Able to drive
    - Good people skills
    - Good administrative skills /Knowledge of office management systems and procedures (Some previous work experience in an administrative or project role would be advantageous)
    - Basic project management skills
    - Professionalism, grooming and etiquette
    - MS Office proficiency
    - Good organisational and time management skills
    - Good English verbal and written communications skills
    - Knowledge of SASPAC, ZOHO database (optional)
    - Ability to work in an environment involving young people (Grades R-12 and ages approximately 18-25)

# Key Responsibilities:

**Switchboard:**

* Answering and transferring all external/internal calls professionally

**Reception:**

* Receiving guests professionally and handle all booking of appointments
* Administer an efficient system for learners/alumni visits

**Administration:**

* Computer packages: Handle all maintenance database and “Spiceworks” requests for the team. Input data on Zoho and Saspac databases.
* Assist with events and workshops e.g. Career week, university/college open days, learning journeys, Alumni workshops, etc. (catering, marketing of, event to students, liaison with marketing department for story and photo where needed, transport and filing of paperwork-administration and running. Do all admin prior to and post visits
* General admin: Handles printing, laminating, photocopying and scanning, stationery requests, invoice tracking, filing etc. for team and alumni

**Projects:**

* 2019 Alumni-Make sure the alumni are placed at university, college, learnership or employment. This may involve visits, and social media and other communication.
* Implementation of alumni student committee: Setting up of the committee and liaison with the committee
* Junior Career programme:
  + Skills school (ex-junior school) and TVET -ex high school-monthly stipend preparation, liaise with schools, colleges and parents
* Various other ad-hoc projects as requested by team manager from time to time

Closing date:

Close of business: 20 March 2020

Applications:

Your application should include a motivation letter explaining why you are suitable for the position, and a Curriculum Vitae (including the names and contact details of at least two references) Applications may be emailed to [**rudayba@maraisbutton.co.za**](mailto:rudayba@maraisbutton.co.za)

*If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful*