



## CAMPUS CLEANING OFFICE ADMINISTRATIVE ASSISTANT

(Payclass 07; Permanent)

### Estates and Custodial Services Campus Cleaning services Properties and Services Department

The main purpose of this position is to proactively provide efficient and effective administrative support to the Campus Cleaning, Custodial and Waste Management Services

#### **Requirements:**

- Grade 12 or NQF 4 plus relevant business administrative qualification
- A minimum of 3 years' experience in office administration and reception
- Computer literacy

#### **Advantageous:**

- Working in a Higher Education Environment
- Knowledge of payroll related processes and or cleaning industry knowledge will be advantage.

#### **Responsibilities:**

- Receive own and business emails.
- Keep record of all correspondence
- Type and copy correspondence, memorandums, agendas, and other documentation generated by the management office as required.
- Type up meeting agendas and distribute.
- Take minutes, type, and send to meeting attendees.
- Maintain a logical methodical filing system that is accessible.
- Answer the business calls and route calls accordingly.
- Take messages.
- Respond to voice mail messages.
- Assume the responsibility of assisting staff with admin or HR related issues in absence of supervisors.
- Handle duties allocated on an ad hoc basis by management as required.
- Distribute to and receive all correspondence from staff.
- Assist with the provision of information related to staff.
- Provide first level basic information and refer clients to relevant others if necessary.
- Check new appointment documentation of temporary staff for correctness and completeness.
- Assist with the submission of overtime worked to payroll.
- Process all HR admissions.
- Liaise between department/staff and supervisors to resolve queries and initiate follow up.
- Interact in a polite and professional manner with all staff and clients (Internal and external)
- Request feedback on all related queries.
- Assist with the receiving of deliveries in absence of store supervisor.
- Log and or report any maintenance and supplier relates issues.
- Assist and report on system any related maintenance issues and supplier problems.
- Assist and check that Injury on Duty forms received from supervisors are correct before submitting for processing.
- Assist with the ordering, receiving, and issuing of refreshments and stationery from suppliers.
- Assist in keeping monthly record of all quotations received, POs raised, and invoices processed for payment.
- Participate in the monthly meeting between Assistant Operations Manager, Senior Operation Manager, and finance department.
- Provide support and assistance required for the exams, test and graduation process including the co-ordination/ distribution of stationery.
- Venue bookings and exams/test administration
- Handle and forward requests for venue set up to relevant person.
- Manage bookings received for weekends and forward to supervisors.
- Advise supervisors of class test and required stationery.

The annual cost of employment, including benefits, is between **R358146 to R421349 Per annum.**

**To apply**, please e-mail the below documents in a **single pdf file** to [recruitmentcpt@sdrecruit.co.za](mailto:recruitmentcpt@sdrecruit.co.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)
- Only shortlisted candidates will be contacted and may be required to undergo a medical and competency assessment.

**Please ensure the title and reference number are indicated in the subject line.**

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo competency and pre-placement-medical assessments.

**Reference number:** E24620

**Closing date:** 14 July 2024

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.