

ASSISTANT ADMINISTRATION CLERK

The South African Consulate-General in Los Angeles invites suitable candidates to apply for the position of Assistant Administration Clerk.

Job Requirements:

- Be in possession of a high school graduation certificate
- Have at least 3 years of related administrative experience
- Be in possession of a valid local driver's license
- Be in possession of a valid US working visa if a non-US citizen
- South Africans living in Los Angeles are encouraged to apply

Competencies:

- Proficient in English, verbal and written
- Planning and organizational skills
- Client focus
- Interpersonal skills
- Team player
- Ability to attend to detail
- Fully computer literate in MS Office (Outlook, Word, Excel, PowerPoint, Front Page and Access)

Duties:

The successful candidate's responsibilities will include amongst other:

- Receptionist duties
- Messenger/driver
- Record keeping and filing duties
- Mail room duties
- Administrative and logistical tasks
- Record keeping and filing
- Data entry into office database
- Occasional lifting of heavy items
- Operate and maintain office equipment

Note:

- Annual salary from \$30 707 - \$49 685 depending on qualification and experience. Benefits include employer contributions to pension, health insurance and social security, annual leave and sick leave, as well as an annual bonus are also part of the benefits.
- Successful applicant will be subject to a security clearance
- A probationary period of 12 months is to be served
- Resumés sent by e-mail will not be considered

Kindly forward resume, qualifications and other supporting documents by mail to:

The Corporate Services Manager
South African Consulate-General
Suite 600
LOS ANGELES
CA
90048

Closing date: January 20th, 2017