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CAREER OPPORTUNITY: TRAINING ADMINISTRATION OFFICER

This position reports to: Clinical Training Manager

PURPOSE:

Provide clerical and administrative support to the Clinical Training Manager

Appointment date: August / September 2018

Key Performance Areas:

- Secretarial support
 - Maintaining the appointments calendar
 - Facilitating communication between the nursing department and other service providers – Universities, representatives from companies, educators, catering and maintenance departments
- Office administrative duties
 - Responsible for distributing meeting agendas, scheduling meetings.
 - Organizing and storing paperwork, documents and computer-based information
- Course Administration
 - Registration of students
 - Typing of exam papers
 - Compiling results summary
 - Typing educational modules
 - Prepare certificates for CPD points earned

Requirements:

Evidence of secretarial and office administration competency.

Computer proficiency is essential using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel.

Experience as a secretary to senior management or training institution will be an advantage.

Professional and pleasant disposition

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to the HR Practitioner: **sheldonette@eyeinstitute.co.za**

(Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 09 July 2018

Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.