



## **PLANT ADMINISTRATOR – B BAND - x2**

**R24 010.60 – R33 290.42 Basic Salary Per Month (Plus Benefits)**

**REFERENCE CODE: PLNT\_ADMN**

**Based at Heidelberg & Hartebeesfontein Plants**

**Purpose of the Job :** To perform general administration functions for the plant as well as provide general office support

**Key Responsibilities:** Assist in updating and maintaining the plant asset register. Assist Works Manager with budgeting procedures and reports. Download data from LIMS system. Assist in coordinating plant activities such as meetings, plant visits. Communicate PPE needs from the plant and issues to employees. Assist in compiling monthly and quarterly reports and dashboards for the Departments. Take minutes during meetings. Assist with W2RAP Risk report and tracking tools.

**Key Knowledge and Skills:** General Report Writing. Computer Literacy (MS Office skills). Knowledge of Asset Administration. Customer Service. Organising skills. Written and Verbal Communication Skills.

### **Minimum Requirements:**

- 3 – year Bachelor's Degree – Administration **OR** 3 -year University of Technology Diploma – Administration **OR** N6 Technical College Diploma – Administration with 1 year relevant experience **OR**
- Grade 12/Certificate with 3 years' relevant experience. Must be computer literate (MS Office, Intermediate proficiency level)
- No Managerial experience required.

**Special Requirements:** Computer Literacy – High proficiency in Microsoft Word, PowerPoint, and Excel