



Admin Intern

Job Title

Admin Intern

Division/Department

CaseWare Africa: Administration

Branch/Offices

Adapt IT Johannesburg Campus, 152 14th Street, Noordwyk, Midrand 1685

Reason for Vacancy

Backup and support for Ops manager. Needed in case of any team attrition with Focus on Travel, Africa, Legal and data management

Reporting to: (Manager and any indirect reporting lines)

Admin Team lead and Ops Manager

Main Purpose of the Position

Admin backup and support for Ops Manager with Focus on Travel, Africa, Legal and data management

Key Deliverables and Weighting

- Back up for booking of all travel arrangements for CaseWare Africa division, including flights, accommodation, car hire/shuttles and venues (if required). This also includes making bookings on the Amadeus travel system as per travel requests in Salesforce and co-ordinate with travel provider, Arranging and co-ordinating travel visas until issuance
- Admin support on legal and tender documentation and SPD forms, public email folders and back up support for admin team members
- Data management and clean up exercises in Salesforce
- Any additional admin/operations support for Africa team

Management Level and Details of the Management Component of this role

Individual Contributor

Technical Knowledge, Skills and Abilities

- Ability to be involved in multiple activities simultaneously, and successfully.

- The ability to interact professionally with a diverse group at all levels of the organisation
- Strong customer focus. Ensure customers and their needs, are the primary focus of actions.
- High work standards. Set high standards of performance for self and others.
- Assume responsibility and accountability for completing assignments successfully. Self-impose standards of excellence, rather than having standards imposed.
- Structured and organized thinker. Reporting and analysis skills will be part of the job role
- Strong natural administration skills with a focus on best practice and attention to detail

Behavioural / Soft Competencies, Skills and Abilities

- Ability to deliver quality work under pressure and work independently.
- Excellent verbal and written business communication skills.
- High attention to detail.
- Dynamic: full of energy with a sense of purpose.
- Strong administration skills is a must.
- Client obsessed and a team player
- Consistently show the ability to identify risks and issues threatening the success, of deliverables and understand the impact that it has on your work or output,
- Ability to work Independently and trouble shoot issues

Education and Qualification

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| Essential requirements | <ul style="list-style-type: none"> • Completed Matric. • Completed Degree (minimum of NQF level 6) |
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Details of Experience

Graduate – experience not a requirement. Will be trained on the job as part of internship programme. Legal knowledge will be an advantage.

Computer Skills and Knowledge

- Office 365 and associated apps. Proficiency in Excel would be an advantage.
- Will be trained on internal applications and systems.

Working Environment

- Extremely busy office environment with a great deal of team work.
- Reliable transport is required.

Working hours

08h00 - 17h00

What will make the incumbent successful in this role?

The candidate must have strong interpersonal skills, be self-motivated and be a collaborative team player, with the ability to communicate well. This fast-paced environment needs someone who is passionate about customer service with strong administration skills and attention to detail.

Equity Statement

We are committed to Employment Equity in our recruitment process. It is our company policy to promote within wherever possible. Therefore, priority will be given to our internal applicants if this enables us to achieve our Equity goals.