



Broadband Infraco, a long distance national and international optic fibre connectivity network infrastructure provider based in Woodmead, seeks to appoint a suitable candidate to the following employment opportunity:

1. SECRETARIAT ADMINISTRATOR (6 months – fixed term contract)

Reporting to the Company Secretary, the incumbent will be required to:

- Maintains an up to date manual and electronic filing system of formal records.
- Maintains statutory records such as minute books, attendance registers, company registers, resolution registers, CIPC Forms, etc.
- Books meeting venues and Ensures availability of fully functional equipment required for meetings (such as overhead projector, recorder etc).
- Books catering and ensures that refreshments are provided when required
- Prepares meeting packs.
- Takes minutes of meetings when required.
- Raises purchase requisitions for the department.
- Monitors committee secretariat's expenditure of refreshment, venues, travel.
- Makes travel and accommodation reservations
- Liaises with other administrators externally and internally to ensure proper and smooth organisation of all activities within the secretariat office

Qualification/s and Experience:

- B.Admin. Degree
- Chartered Institute of Secretaries (CIS) qualification would be advantageous
- Driver's license
- At least three (3) years secretariat experience in a similar role. Experience in a similar industry/sector is an added advantage.

- Computer literacy – MS Office Suite –advanced level

Applications and a comprehensive CV to be e-mailed to jobs@infraco.co.za

Closing date: 10 December 2018

Broadband Infraco reserves the right not to make an appointment or to make a temporary appointment in accordance with the current organizational requirements. Appointment is subject to verification of the applicant's qualifications and reference checking. Applications received after the closing date will not be considered. Correspondence will be entered into with short-listed applicants only. If you have not heard from us within 4 weeks, you should consider your application unsuccessful. Placement will be in accordance with the Company's Employment Equity Plan. Persons with disabilities are encouraged to apply.