



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:

TEMPORARY POSITION: (6 MONTHS CONTRACT)

ADMIN COORDINATOR: MAINTENANCE

The candidate must have excellent organizational skills in co-ordinating and facilitating departmental projects. He /She must have excellent interpersonal and communication skills and must be good in MS Office (MS Outlook, MS Word and MS Excel). He/ She must be prepared to handle queries during and after hours and must be able to work accurately under pressure and with little or no supervision.

The candidate will be responsible for:

- Facilitation and co-ordination of day to day departmental administration
- Fleet management
- Facilitation and co-ordination of travel and accommodation for the department staff
- Collation and timeous submission of monthly departmental, payroll, training and adhoc reports
- Handling and resolving all departmental queries
- Departmental document control and management
- Coordination of departmental finance and contract management

QUALIFICATION/S AND EXPERIENCE:

- A minimum qualification in ICT/ Telecommunication/ Electrical Engineering or related Diploma will be advantageous
- At least 3 years administration experience in similar role required

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

Closing date: 05 March 2019

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.