

## Office Coordinator: Complaints Department

### (Re-advertisement)

### Paterson Grade: C-Lower

#### Requirements:

- The candidate must have a relevant post matric qualification with 3 years relevant experience.

#### Duties:

- General office administration which includes the effective coordination of events and projects in the department as well as making travelling arrangements for the team.
- Internal and external communication.
- Secretarial duties which includes but not limited to diary management and ensuring the correct distribution of general correspondence.
- Provision of effective customer relations.
- Provision of professional support to the Manager.
- Ensuring effective running of the Manager's office.

#### Knowledge:

- Administrative processes and procedures
- Strong knowledge of MS office suite.

#### Skills:

- Excellent written and verbal communication skills.
- Report writing and analytical skills.
- Effective planning, organising and time management.
- Administration skills.
- Interpersonal relations.
- Minutes taking.
- Computer / Typing skills.
- Ability to manage, control and coordinate projects.
- Ability to manage client expectations and deliver good service.

#### Closing Date: 18 August 2015

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [Recruitment@ncr.org.za](mailto:Recruitment@ncr.org.za)

**Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.**

