



Vacancy: Office Administrator – Application form

CV submission deadline: 16th May 2019

Name			
Date of birth			
Home address			
Eligible to work in South Africa	Yes		No
Years of work experience			
Years experience in administrative work			
Car and valid drivers license			
Do you have a clear record?			
Available to start work from when?			
Available to work 8-4?	Yes		No
Preferred working hours			

Secondary education

Highest qualification	School, town	Year obtained	Aggregate

Tertiary academic qualifications

Degree/diploma	Institution	Year obtained

Other relevant qualifications/certificates

Qualification	Institution	Year obtained

Language proficiency (rate as excellent/good/fair/poor)

Language	Speaking	Reading	Writing

Three most relevant jobs

Company			
Position			
Responsibilities			
From, to			
Reason for leaving			
Name, tel. and email of referee			

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Experience and skills in the following areas

(rate on a scale of 0 = None, 1 = Some exposure; 2 = Good handle on this; 3 = Expert)

Experience of managing multiple responsibilities in a small business environment	
Reception duties (telephone, door, handing deliveries etc.)	
Logistical arrangements (travel, diary, workshops, meetings)	
Client relations (dealing with queries, tender documentation etc.)	
Record keeping for BEE compliance, insurance, client databases	
Managing office asset register, maintenance and supplies	
Managing payments and tracking cash flow using online banking systems (state which banking system):	
Bookkeeping	
Pastel accounting	
Pastel payroll	
Maintaining leave records and collating monthly data for payroll	
Personal assistance to company director(s)	
Proficiency with MS Excel <i>(1=data entry, 2 simple calculations, 3 simple analysis & graphs, 4 = pivot tables and advanced functions, 5 = programming)</i>	
Knowledge of MS Word <i>(1. Read only, 2 = Typing simple docs, 3 = basic formatting, 4. Advanced formatting with style sheets, 5. Desktop publishing)</i>	
Typing	
Understanding of environmental issues	
Confidence, disposition and interpersonal skills	

Please describe yourself and why you feel suited for this position in a short paragraph

Please send this completed form together with your CV to admin@anchorenvironmental.co.za by 16 May 2019. Only short-listed candidates will be contacted.