



Vacancy: Office Administrator

CV submission deadline: 16th May 2019

Anchor Environmental Consultants, a leading environmental consulting firm dealing with conservation problems across Africa, **is seeking a highly capable, organized and enthusiastic Office Administrator** to join our small company of about 18 professional scientists and economists at our offices in Tokai, Cape Town.

The firm serves clients ranging from local governments to international organizations. Anchor Environmental Consultants – with its established reputation for excellence, collaborative team approach and emphasis on partnering for long-term impact and success – offers • ecological and socio-economic assessment • research and monitoring to inform environmental management and policy • ecosystem health, social and livelihood assessment • environmental economics • ecosystem services assessment and valuation and • natural capital accounting. We straddle marine, estuarine, freshwater and terrestrial realms and address decision-making, planning, policy and strategy regarding • conservation • rural and urban development • resource allocation and management • climate change vulnerability and adaptation.

The job involves a bit of everything: Reception duties, Logistical arrangements, Maintaining client relations & assisting with tendering, Maintaining up-to-date certificates, leases, insurance etc., Maintaining office and lab supplies, Organising repairs and maintenance, Uploading weekly payments; Managing petty cash; Collating financial records; Doing errands and other general office duties; Maintaining asset registers; Leave records; Creditor follow-up; and Occasional personal assistance to directors. **See full job description attached herewith.**

The **ideal applicant** will have

- A tertiary qualification;
- 10 years relevant work experience;
- Experience in book keeping and financial administration;
- Excellent interpersonal skills;
- A high level of computer literacy;
- Excellent organizational skills;
- Excellent verbal and written English communication skills;
- A car and valid drivers license.

Estimated hours: 8.00 to 4.00 (40h week); Salary range: R18-24 000 (dependent on qualifications and experience)

Please send a CV and completed application form (available on <https://anchorenvironmental.co.za>) to admin@anchorenvironmental.co.za by 16th May 2019. Only short-listed candidates will be contacted.

Full Job Description:

Reception duties

- Answering phone and door
- Put on the coffee in the mornings
- Organising and receiving couriers and deliveries

Logistical arrangements

- Assisting directors with co-ordination of diaries, schedules etc.
- Travel arrangements
- Arranging venue and catering for meetings

Maintaining client relations & assisting with tendering

- Dealing with general queries as far as possible
- Maintain registrations on client databases
- Assist with the compilation and filling in of documentation for tenders

Maintain up-to-date certificates, leases, insurance etc.

- BEE etc. – keep a diary of actions required to renew certifications before they expire; keep hard copies, certified copies as required
- Keep a diary of everything that expires or needs updating, e.g. garage leases, professional indemnity insurance, office contents insurance etc. and take action when required

Maintain office and lab supplies

- Order kitchen, stationery and lab supplies

Office maintenance

- Keep a check on things, organize repairs and maintenance of office and equipment
- Arrange and supervise annual carpet cleaning

Payments and cash flow

- Check and upload supplier payments, staff claims, and salary payments
- Managing office petty cash including cash book on Excel
- Check balances weekly and record payments
- Monthly follow up of all unpaid invoices

Organising financial records for accountants

- Provide excel spreadsheet of petty cash for previous month + supporting slips
- Collate Customer and Supplier Invoices for the previous month
- Collate supporting documentation for bank and credit card statements, update spreadsheets
- Scan and upload all information to DropBox for accountants

General office assistance

- Rotating computer back-ups in server cabinet
- Making sure things are neatly and logically filed at all times
- Liaising with service providers (e.g. IT, bank manager) when required
- Keeping the electricity topped up (via Internet)
- Keeping the plants alive
- Do scanning and binding on request
- Errands – e.g. taking tender docs, taking stuff to printers

Assets and keys

- Safekeeping and recording of all office keys and tags
- Safekeeping and recording of locked assets
- Maintain full record of all assets, linked to insurance

Personnel management

- Keep leave diary, casual staff time records
- Collate monthly data required for payroll
- Supervision and payment of cleaner and other temp staff

Personal Assistance

- Providing occasional personal assistance to the directors such as assistance with organizing home repairs etc., might include occasional lifting of children etc.