



CHAMBER OF MINES
of South Africa

Job News

Temporary six-month position

Funds Administrative Assistant

This is a challenging opportunity for a conceptual thinker experienced in high level administrative duties. Good interpersonal skills, excellent communication skills coupled with a good command of the English, Xhosa and South Sotho languages and excellent computer skills (PowerPoint, Ms Excel and Ms Word) are essential; while knowledge of additional South African languages will be advantageous. The successful candidate must be patient, compassionate and enjoy working with people. Fund experience will be an advantage.

The successful applicant will be responsible for:

- Collecting personal data from individuals making enquiries using the data form provided
- Consolidating enquiries on a weekly and monthly basis
- Providing weekly and monthly statistics report
- Searching all enquiries for occupational compensation
- Assisting in making copies for enquirer certification
- Upholding all personal information as confidential
- Responding to all enquiries telephonically, via the Short Messaging System (SMS) service or email
- Checking individual industry numbers with TEBA by using the SMS system in place
- Assisting individuals to complete the documents required
- Sending/forwarding the required documents to the various funds to unblock unclaimed benefits
- Liaising with all stakeholders in resolving individual queries
- Keeping oneself informed about all roadshows undertaken by the relevant entities and disseminating the information to relevant parties
- Compiling the required contact lists
- Filing documents, correspondence, etc.



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- Managing incoming telephone calls
- Typing of documentation/correspondence
- Ensuring that all deadlines are adhered to
- Coordinating office activities
- Performing ad hoc administration tasks as required

The above tasks are not necessarily exhaustive and the candidate may be requested to perform other duties as advised by senior management.

Please send a detailed Curriculum Vitae (CV) to Ms F Khota at fkhota@chamberofmines.org.za

Closing date: 15 November 2017