

Administrator vacancy at Wits Health Consortium

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Deadline: 07 February 2025

Location: Port Elizabeth, South Africa

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Wits Health Consortium is recruiting and accepting applications for Administrator vacancy.

Key performance areas

- Assist with printing, copying and binding documents
- Ensure a clean, organised environment
- Understand the applicable SOPs and process flow
- Assist with participant reimbursement
- Complete petty cash requisition vouchers and ensure vouchers are signed off
- Responsible for collection of petty cash from main petty cash custodian
- Disburse money to participants either cash or to load e-wallet transactions reimbursements
- Reconcile payments all daily
- Act in a professional and friendly manner in all dealings with all stakeholders
- Show a high level of customer centricity at all times
- Ensure Health and Safety measures are always applied when transporting of staff and patients
- Take ownership and accountability for tasks and demonstrate effective self-management
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained
- Maintain a positive attitude and respond openly to feedback
- Take ownership for driving own career development by participating in ongoing training and development

Required minimum education and training

- Grade 12/Matric

Required minimum work experience and abilities

- Minimum 1-year experience in an administrative environment. Working in a TB/HIV environment will be an added advantage.

Desirable additional education, work experience and personal abilities

- High level of attention to detail.
- Exceptional organizational and administrative skills together with working knowledge of Microsoft Office.
- Good interpersonal skills.
- Tactful, helpful and professional.
- Able to work independently and as a part of a multi-disciplinary team.
- Able to cope and work under stressful situations.
- Self-motivated and pro-active with a high regard for work ethic, values, and integrity.
- Excellent communication skills.
- Excellent driving skills.
- Customer service.
- Multi-tasking skills.
- Time management skills.

How to apply

Should you be interested in applying for this vacancy, please send an email to **Vacancies36@witshealth.co.za**. The subject heading of the email must contain the vacancy reference number or job title of position applying for.

Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV

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