



**VACANCY:
GENERAL ADMINISTRATIVE ASSISTANT
(THREE-YEAR FIXED-TERM CONTRACT)**

As General Administrative Assistant, responsibilities and duties will include:

- Reception duties
- Front office administration and building management
- Secretarial support to various sections within the organisation
- Minute taking

Requirements

This position requires a strong background in the administrative/secretarial field:

- At least 5 years' experience in the administrative/secretarial field
- Computer literacy with an in-depth knowledge of Microsoft Office software packages such as Word and Excel, plus competent level of PowerPoint
- Excellent verbal and writing communication skills in English

Interested candidates are invited to submit a cover letter detailing your interest in and suitability for the position, as well as a Curriculum Vitae, with the contact details of three references. These should be submitted by **Friday, 5 May 2017**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Mrs Dyan Lee
Human Resources Manager
Peace Parks Foundation
11 Termo Road, Techno Park
P.O. Box 12743, Die Boord, Stellenbosch, South Africa

Fax: +27 (0)866837078; Email: dlee@ppf.org.za

SHORTLISTED CANDIDATES will be contacted to attend an interview.