

VACANCY	
Job title:	Facilities Administrator (12 Months Contract) Exercise Science and Sport Medicine
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To work closely with and provide high level administration support to various stakeholders.
Location:	Impilo Building, Wits Education Campus, Parktown
Closing date:	14 June 2023
Submit detailed CV to:	tmotswasejane@witshealth.co.za
Advert reference number:	Facilities Administrator
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Coordinate administration activities that include liaison with relevant stakeholders.
- Keep track of activities, provide feedback on the status of faculty activities/projects, and provide status updates to relevant stakeholders.
- Organise and maintain the diary.
- Coordinate and schedule relevant appointments and meetings.
- Screen telephone calls, enquiries or requests and handle them when appropriate.
- Prepare agendas for meetings.
- Take dictation and minutes at relevant meetings.
- Schedule meetings and document discussions noted as per requirements.
- Assist in preparing documents, reports, and presentations.
- Deal with incoming emails, faxes, and mail.
- Financial reports and membership status need to be submitted monthly.

Required minimum education and training

Relevant Diploma or Degree /RPL.

Desirable additional education, work experience and personal abilities

- Exceptional organisational and administrative skills.
- Computer Literate.
- Be able to maintain confidentiality, tact, and professionalism at all times.
- Able to exercise discretion, high levels of initiative and independent decision-making.
- Must be assertive, confident, and adaptable.
- Must be self-motivated.
- Be able to work as part of a multidisciplinary team.
- Own reliable transport would be an advantage.
- Must be contactable after hours for any unplanned emergencies or queries.

Required minimum work experience

Minimum 2 years' experience.

Should you be interested in applying for this vacancy, please send an email to tmotswasejane@witshealth.co.za. The subject heading of the email must read **Facilities Administrator**. Please include the following documentation:

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