

VACANCY

Job title:	Administrator (6 Month Fixed Term Contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	Responsible for administrative tasks within the project and manages the reception desk.
Location:	PHRU, Omnipark Block 1, Aeroton, Johannesburg South.
Closing date:	14 January 2025
Submit detailed CV to:	vacancies12@witshealth.co.za
Advert reference number:	DM – 019 -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

Meet and greet participants and stakeholders while demonstrating a high level of customer service and etiquette as the first point of contact.

Assist callers by answering the telephone and connecting the caller to the correct person or department.

Schedule participant visits

Correctly identify participants and use biometric system to prevent any co-enrolments

Oversee clinic flow of participants between different staff as expected and per protocol.

Attend to participants timeously throughout their visit, treat them hospitably and offer refreshments as required.

Order clinic /administration stock for clinic as required.

Liaise with the Finance Team and Management regarding all financial matters.

Liaise with PHRU-Bara operations, maintenance and procurement departments.

Liaise with IT department.

Direct shipments to site to the appropriate department

Be the first point of contact with the building managing agent.

Report generator fuel level to PHRU OPS Coordinators and co-ordinate refuelling requirements. Assist co-ordinator with maintaining site equipment inventory, service/calibration and record maintenance.

Assist with procurement duties and follow up with suppliers, credit card reconciliation, airtime and maintaining supporting documentation.

Responsible for petty cash (request, use and reconciliation)

Reimburse study participants in line with Petty Cash Policy and SOP compliance and capture the reimbursement on the spread sheet provided by Finance on daily basis.

Arrange facilities and refreshments for meetings, events, special projects and audits.

Ensure that all customer interactions (internal and external) are professional and courteous.

Administrative tasks (file preparation and readiness; weekly meeting minutes, spreadsheet trackers)

Take ownership and accountability for tasks & activities and demonstrates effective self-management.

Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.

Maintain a positive attitude.

Respond openly to feedback.

Take ownership for own career development.

Manage colleagues and client's expectation and communicate appropriately.

Willing to help others and go the extra mile to meet team targets and objectives.

Having a pleasing personality, be courteous and polite

Being resourceful and open to new ideas

Having strong social skills
Be able to multi-task and manage stress
Being technically competent

Required minimum education and training

Matric (post matric qualification will be advantageous)

Required minimum work experience

1 year working experience in a research environment.

Desirable additional education, work experience and personal abilities

Intermediate Computer skills (MS).
Sound record keeping experience.
Ability to work in a highly active and stressful environment.
Must possess strong organizational skills and be detail orientated.
Must possess strong time-management skills and be able to task shift.
Must be able to work as a member of a multidisciplinary team.
High level of Rule orientation as it is required to consistently apply strict adherence to research and GCP practices.
Ability to communicate in local languages will be an advantage.

Should you be interested in applying for this vacancy, please send an email to vacancies12@witshealth.co.za. The subject heading of the email must read **DM – 019 -Administrator** and the 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