



28a Waverley Business Park
Kotzee Road
Observatory
7925
www.numeric.org

Job Opportunity

Office Administrator (Johannesburg)

Job Title: Office Administrator
Where: Soweto, Johannesburg
Employer: Numeric
Start Date: Immediate
Contract Type: 12 months, full time (subject to renewal)
Application Deadline: Friday, 4 March 2022

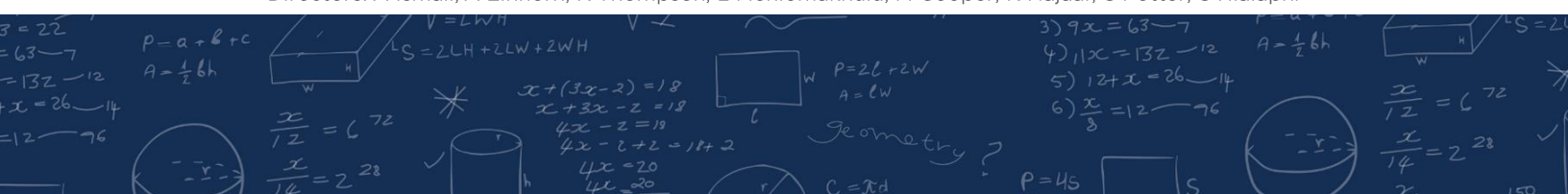
*** Applications are considered on a rolling basis so it is to your advantage to apply prior to the deadline.*

Main Activities

Numeric is a small team of friendly people who are on a mission to help young South Africans excel in mathematics and train the next generation of passionate teachers. Our goal is to create exciting and high impact learning environments in the form of afterschool maths programs targeting learners in Grade 7. We currently operate in 44 partner schools Cape Town, Johannesburg and Durban. Our programs are located in Khayelitsha, Mitchells Plain and Mfuleni in Cape Town, Soweto in Johannesburg and in Claremont and Tshelimnyama in Pinetown KwaZulu Natal.

We are looking for someone to join our Johannesburg team in the role of Office Administrator. We run after school programs for primary school learners in 14 partner schools in Soweto. As a result of the growth in the company, we are looking for someone who is versatile, organised and friendly to assist us with the growing administrative and logistical requirements of the company.

What do we look for in a new team member? We're looking for someone who is friendly, competent and efficient; someone who can handle a wide-variety of tasks ranging from spreadsheet work to book-keeping to sourcing goods and services to playing a support role to the Chief Program Manager. It is not necessary that you have all the skills before you join the company (we'll help with that), but it is important that you show the willingness and potential to learn and to execute well.



Responsibilities

The responsibilities of the Office Administrator include, but are not limited to, the following:

- General office management – maintaining the office space, managing office stationery and supplies
- Sourcing goods and services
- Supporting the Finance Officer with monthly accounts, book-keeping and petty cash
- Administrative and spreadsheet work, data capturing and verification
- Providing administrative assistance to the Chief Program Manager and programs team
- Scheduling interviews and meetings and recording minutes
- Assisting in organising events

Job Requirements

| Qualifications and Work Experience | Competencies and Qualities |
|--|---|
| <ul style="list-style-type: none"> • Strong written and spoken English • Strong interpersonal skills • Proficiency with Microsoft Word and Excel • Proficiency in using Google Drive • Driver's license | <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Ability and willingness to multi-task and maintain a high quality of work • Ability to handle new and changing technologies • Ability to work in a team and to take initiative |

Apply Now

Interested applicants should submit a CV (maximum 2 pages) to vacancies@numeric.org with "JHB Office Administrator" in the subject line by latest **Friday, 4 March 2022**. Please note that we assess applications on a first-come, first-served basis, so we advise you to submit your application as soon as you know you are interested in the position.

More information available at www.numeric.org and www.facebook.com/numeric.org

