**ADVERT**

**Position: Assistant Administrator Support**

**Department: Inspections**

**Closing date: 31 May 2017**

**REQUIREMENTS:**

* Grade 12 certificate
* A formal Administrative qualification will be advantageous
* Thorough knowledge of spreadsheet applications (excel formula’s, VLOOKUP)
* Working knowledge of databases
* Thorough knowledge of MS-Word applications

**KEY PERFORMANCE AREAS**

The successful candidate will need to:

* Organise accommodation and travel arrangements for Inspectors.
* Prepare and match expense invoices for out-of-town inspections.
* Check the completeness of timesheets and the processing thereof.
* Assist with the scheduling of engagement inspections.
* Prepare and send engagement letters to firms and practitioners.
* Upload signed letters onto electronic system.
* Provide general administrative support to the Inspections Department.

**SKILLS AND PERSONAL ATTRIBUTES**

* Professional
* Punctual
* Working under pressure
* Good communicator
* Positive attitude

***CV’s must be e-mailed to*** [***hr@irba.co.za***](mailto:hr@irba.co.za)

***In compliance with the IRBA’s employment equity plans, first preference will be given to candidates from designated groups (Africans, Indians, Coloureds and females). Correspondence will be limited to only shortlisted candidates. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and verify documents and qualifications. The IRBA reserves the right not to make any appointment to the above position.***