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Vacancy Project Administrator: Water Group

GCS has a vacancy for a Project Administrator: Water Group. The position will be based in Rivonia, Johannesburg.

Role Summary

Assist the Water Group with project administration tasks.

KEY WORK OUTPUTS	
	<ul style="list-style-type: none"> • Update the proposal and current project lists for the Water Group and for MANCOM meetings • Review and edit reports and proposals for the Water Group • Assist with logistics and bookings for travel and accommodation • Assist the Water Group with compiling tenders and bids • Assist the Water Group with all administrative tasks • Assist with the invoicing process • Assist with capturing expense claims • Assist the Water Group with all HSE requirements • Implement and maintain the equipment register • Assist with the scheduling of equipment • Update IMS and Master Schedule on a weekly basis • Update budgets and project status on IMS • Ensure that proposals and budgets are saved on the server in the project folders • Open, maintain and update project folders on the Server • Assist Water Group in arranging Water Group Events • Assist will all other administrative tasks

QUALIFICATIONS/ KNOWLEDGE, SKILLS AND EXPERIENCE	
Qualifications	Matric and a Diploma/Certificate in Business Administration
Knowledge/ Skills	High degree of computer literacy (MS Word, MS Excel, PowerPoint) Methodical, detailed, and organised work style Ability to work under pressure and meet deadlines Customer service orientated Excellent communication skills Team player Reliable and dependable Accept responsibility
Personal Attributes	Ability to manage own time Ability to plan ahead and organise Ability to meet deadlines High level of integrity

Other	Valid Code 10 driver's licence
Experience	At least five (5) years' experience in reporting, data capturing and office administration, preferably in a consulting environment

Total Cost to Company Package will be negotiated according to the candidate's knowledge and experience.

Only candidates that meet the above requirements should submit their CVs to careers@gcs-sa.biz by no later than 28th of March 2024.

Should you not receive any communication within 2 weeks of the closing date, please consider that your application was not successful.