

Temporary Administrator

Location: George
Reference: #CAW005475/MU
Company: [SydSen Recruit](#)

Our client in the FMCG industry is (urgently) seeking a **temporary administrator** to join their company in **George**.

This position is to relieve the current administrator while on maternity leave, with a high chance of becoming permanent.

Trading Hours:
Mondays to Fridays - 07h00 - 16h30

Essential requirements:

- Candidate must be unemployed / immediately available
- Excellent communication in Afrikaans and English
- Fast learning
- Computer literate
- Matric

Responsibilities:

- Reception
- Filing
- Day-to-day admin
- Assist with general queries/tasks when needed

Salary:
R8 500 basic

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Posted on 18 Apr 12:43, Closing date 18 May

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See also: [Administrator](#), [Admin Clerk](#), [Sales Administrator](#)