



PRETORIA HIGH SCHOOL FOR GIRLS
(School Governing Body Post)

ADMINISTRATIVE ASSISTANT

Applications are invited for the abovementioned position to assist in a busy office environment.

Essential Requirements:

- Matric/Grade 12.
- Business administration certificate or equivalent.
- Pastel experience.
- Self driven Debt Collector.
- Excellent written and verbal communication skills.
- Good negotiation skills.
- Extensive knowledge of Microsoft Office Suite.
- Excellent administration experience.
- High level of confidentiality.
- Target driven individual.
- Customer service driven.
- Must be available immediately.

A comprehensive CV with the following supporting documents must be submitted:

- Certified Copy of ID.
- Matric Certificate.
- Business administration certificate or equivalent with academic records.

Applications to be submitted via email to: tzulu@phsg.org.za and/or

- Fax: 012 342 1955 or hand delivered to
Pretoria High School for Girls, 949 Park Street, Arcadia

Should you not receive correspondence from us within 30 days please accept that your application was unsuccessful

NB: The School Governing Body reserves the right not to make an appointment