



## **PRETORIA HIGH SCHOOL FOR GIRLS** **(School Governing Body Post)**

### **ADMINISTRATIVE ASSISTANT**

Applications are invited for the above-mentioned position to assist in a busy office environment. This position consists of procurement and debt collection duties.

#### Essential Requirements:

- A minimum of 3 years' experience in procurement
- Debt collection experience
- Excellent written and verbal communication skills
- Extensive knowledge of Microsoft Office Suite
- Excellent administration experience
- High level of confidentiality
- Target driven individual
- Customer service driven
- Sound knowledge of local customers legislation
- School environment experience is beneficial

#### Qualifications

- Matric/Grade 12
- Business administration certificate or equivalent
- MS Office proficient
- Working knowledge of accounting packages

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

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

Applications to be submitted via email to: [hr@phsg.org.za](mailto:hr@phsg.org.za) and/or

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

**Closing date for application: 31 January 2018 at 10:00**

*Should you not receive correspondence from us by 31 March 2018 please accept that your application was unsuccessful.*

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