

JOB TAG LINE:	An excellent opportunity exists for a Security Administrator at Copperleaf.
JOB TITLE:	Security Administrator
NO. OF VACANCIES:	1
EMPLOYMENT TYPE:	Permanent
REPORTS TO:	Security Risk Manager
AVAILABLE:	Immediately
OVERVIEW:	
KEY PERFORMANCE AREAS:	<ul style="list-style-type: none"> • Answering the telephone and taking messages • Maintaining good relations with both internal and external clients and service providers • Assisting in general office enquiries and tasks • Maintain filing system and document management, including archive filing. • Ensuring the timeous submission of vetting and screening services that includes but are not limited to:
CORE COMPETENCIES	<ul style="list-style-type: none"> • Grade 12 or Matric Certificate. • Computer literacy. • No criminal record • Ability to maintain confidentiality and handle office matters with utmost professionalism. • Time Management skills • Good verbal and language abilities. • Honesty and Integrity. • Reliability and Integrity • Accuracy and detail orientation • Trustworthiness. • Ability to work without supervision and under pressure.
SKILLS & KNOWLEDGE:	<ul style="list-style-type: none"> • Administration, interpersonal communication and client liaison skills are required. • Computer literacy on Microsoft Programs, i.e. word, excel, power point, outlook. • Own reliable transport and valid & endorsed Driver's License is required
PERSONALITY ATTRIBUTES	<ul style="list-style-type: none"> • Must be presentable • Strong planning, organizational skills as well as good interpersonal and communication skills are essential. • Client liaison skills.
REMUNERATION:	Market Related
CLOSING DATE	Thursday, 15th June 2022
SEND CV'S TO:	careers@copper-leaf.co.za