

CAREER OPPORTUNITY

Role Description	
Job Title	Enterprise Development Administrator
Business Unit	Black Umbrellas
Location	Cape Town Region
Job Summary	
Education	M +1 Qualification in a Management Discipline (Operations or Business Administration or equivalent)
Experience	<ul style="list-style-type: none"> - 1 year's administration working experience –MS Office – Intermediary to advance. - Proven Administrative Skills - Energetic and Driven Self-starter - Strong interpersonal, verbal and written communication skills. - Demonstrated ability to multi-task and work in fast paced changing environment. - Demonstrated ability to share skills and knowledge with others. - NPO experience an advantage - Previous experience working with small businesses is highly preferable
Key Result Areas	<ul style="list-style-type: none"> - Coordinate SMME recruitment schedule. - Coordination and conduct of initial information session. - Submission and receiving of information for ITC and criminal checks. - Prepare an induction pack for SMMEs outlining policies, procedures, rules and regulations. - Preparation of written reports on an ad hoc and scheduled basis. - Coordination of monthly submission SMME accounting information to be able to produce professional books/financial statements for SMMEs - Submission of invoices for SMMEs use of services by first working day of the month. - Ensure collection of money owed to Black Umbrellas is done on time and a sufficient and record keeping system is in place. - Open a file for all new SMME's which will contain all

- documentation, agreements and performance measurements activities for SMMEs and keep file up to date.
- Set-up, maintain and update a performance dashboard indicating performance of SMME's
 - Keeping SMME filing system safe and locked when not in attendance
 - Consolidate all SMMEs reports for a monthly and quarterly Branch report.
 - Coordinate workshops and networking events.
 - Manage due dates of correspondence
 - Co-ordinate documentation for presentations, meetings and reports
 - Manage all SMME files and documentation
 - Administer SMME correspondence, documents and reports
 - Draft and type SMME correspondence and documents
 - Manage communication and flow of information to SMME's in the office.
 - Support the administration of the functional responsibility of the office
 - Act as general receptionist periodically
 - Administer and co-ordinate SMME office activities
 - Maintain data base of all SMME's

Please send your application to:

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Closing Date	11 March 2019