



# WE'RE HIRING

## MACCAUVLEI LEARNING ACADEMY (Pty) Ltd

Suitably qualified candidates who meet the following criteria are invited to apply for the position of Public Co-ordinator (**6 Months Contract**)

Maccauvlei Learning Academy is a training facility that provides purposeful development for individuals, teams and organizations to be empowered and to make a difference.

Maccauvlei Learning Academy is offering a great opportunity for a Public Co-ordinator to become part of a self-motivated and dynamic team. Maccauvlei has strong partnering relationships, where we particularly pride ourselves on building and maintaining good customer networking and services.

### Minimum Requirements

- Grade 12
- Tertiary education will be preferable
- 3-5 years' administration experience
- Advanced Microsoft Word, Excel & Outlook
- Work independently and takes accountability
- Works well under-pressure
- Excellent time management
- Customer focus
- Effective communication skills (written and verbal)
- Financial knowledge i.e. quotations, invoicing, credit notes and collections
- Knowledge of outcome based learning and the NQF would be to your advantage
- Knowledge of Pastel would be to your advantage

### Key Outputs

- Programme co-ordination (e.g. update schedules, liaise with clients and delegates, understanding of credit notes and invoicing)
- Record-keeping and data capturing
- Quotations
- Invoices
- Collection target

Send your CV to [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za)

Closing date for applications is: **14 January 2022**