

## **COORDINATOR ADMINISTRATIVE, MARKETING & COMMERCIAL SOUTH EUROPE HUB**

An exciting opportunity exists for an Administrative Coordinator to join our Tourism Execution team in Paris, France. This position reports to the Head: South Europe Hub. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

### **Key Outputs:**

- Assist in preparing project proposals and schedules
- Ensure that all official information is stored and maintain files and records with effective filing systems
- Compile reports as per requirements on all office operations (weekly, monthly and quarterly).
- Co-ordinate internal communications to ensure that all team members stay informed of organisational wide changes and developments
- Create and/ or maintain a database of business contacts i.e. compilation, management and updating as per meetings and other engagements that occur
- Administer the contract with the appointed warehouse/ fulfilment centre including invoice check, documentation and stock levels with defined reports and briefs for campaigns.
- Provide support to the Marketing & Promotions Manager as required to ensure project implementation according to approved plans.
- Proofread translation work
- Manage agencies/supplier invoices and document as per agreed process and procedure.
- Liaise with agencies/suppliers on receiving and distribution of marketing collateral.
- Deliver on receptionist and customer welcoming duties
- Manage printing and distribution of marketing collateral as per policy.
- Engage with the Head: South Europe Hub, Marketing & Promotions Manager and Responsible: Finance et Admin and other relevant support staff in Head Office to provide in-country office administrative support.
- Schedule appointments and manage and maintain an electronic diary for the Head: South Europe
- Plan and prepare timeously the relevant documentation for meetings and arrange venues and refreshments as required
- Record minutes of meetings and ensure that the minutes are distributed to the relevant parties
- Co-ordinate all logistics of marketing and promotions events with relevant project team members
- Coordinate official travel and ensure all travel reservations are made as required for all staff in the South Europe business unit

- Co-ordinate and provide administrative support with on-boarding programme for new employees

### **Qualifications and Experience**

- A diploma in administration/secretarial operations or similar.
- Around 2-3 years' collective working experience
- Compliance with policies in line with relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans
- Language proficiency: French and English

### **Knowledge and Understanding of**

- Knowledge and understanding of the principles of business
- Administrative support best practice.
- Project management.
- Government priorities and imperatives
- Excellent communication skills, both written and verbal, including both internal and external correspondence
- All Public Service systems.
- Communications and information management legislative requirements

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Detailed CV to be sent to : [tourismexecution@southafrica.net](mailto:tourismexecution@southafrica.net)

Closing date : **11 October 2019**

**Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.**

**No late applications will be accepted.**