

## **ADMINISTRATIVE COORDINATOR: USA**

An exciting opportunity exists for an Administrative Coordinator to join our Tourism Execution team in New York, US. This position reports to the Head: Americas 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:**

- Schedule appointments and maintain an electronic diary for the Hub Head.
- Coordinate business travel and accommodation as required.
- Plan and prepare timeously the relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings.
- Prioritise work received from the Hub Head.
- Type correspondence, reports, minutes, presentations, spreadsheets and related material from hand written notes. This involves working on Word, Excel and PowerPoint.
- Plan, prepare for and record proceedings of meetings.
- Prepare documents and distribute information/documents as requested by the Hub Head in hard copy or electronically e.g. prepare distribution packs for meetings.
- Stock control of office stationery.
- Perform administrative tasks related to expense claims.
- Make photocopies, scan documents, file documents electronically in a logical order and receive or send facsimiles.
- Maintain an appropriate filing system (manual and computerised) for the business unit.
- Ensure all files are readily accessible and retrievable at all times.
- Maintain a pending system to diarise documents for future action.
- Perform other administrative support functions.
- As and when required, support other managers with activations, hostings, sales calls, etc.
- Attend to consumer/trade related queries and direct them accordingly for speedy resolution.
- Disseminate collateral when required as specified.
- Establish and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships with other SA Tourism staff.
- Ensuring the front desk provides a professional and friendly service for guests.
- Answer phone inquiries, direct calls, and provide basic information, verse deliveries and other related front desk responsibilities

## Qualifications and Experience

- Matriculation/ GED and post school/tertiary qualification in Administration or similar.
- Marketing / Tourism or related tertiary qualification will be an advantage
- Minimum of 2 years marketing or administrative experience or related knowledge of South Africa.

Please attach your resume when applying.

Entry level position

Equal Opportunity Employer

Visit us @ [www.southafrica.net](http://www.southafrica.net)

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Enquiries : Lerato Shawane  
Detailed CV to be sent to : [tourismexecution@southafrica.net](mailto:tourismexecution@southafrica.net)  
Closing date : **7 February 2020**

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

South African Tourism does not offer Work Permit sponsorship. Applications from NON-US based applicants will not be considered.

No late applications will be accepted.