

## **ADMINISTRATIVE COORDINATOR CENTRAL EUROPE**

**Fixed-term contract: 12 months**

An exciting trade relations opportunity exists at our Frankfurt Office in Germany, to join our Tourism Execution business unit as a Administrative Coordinator for the hub. This position reports to the Hub Head: Central Europe. We invite applications from individuals who are passionate about promoting South Africa as a Tourism Destination and possess the required skills and experience.

### **Purpose of the Role**

To provide day-to-day administrative and general support to the Head of Hub. Coordinate all business unit support activities and operations.

### **Key Performance Areas:**

- Schedule appointments and maintain an electronic diary for the Hub Head.
- Prepare Travel Plans as requested incl. approval process.
- 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. 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.
- Source information as requested.
- Stock control of office stationery. Purchase of Stationery and office material.
- Perform administrative tasks related to expense claims.
- Make photocopies, scan documents, file documents electronically in a logical order.
- 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.
- Track and follow up on documents that were sent from the business unit that requires action or approval.
- Perform other administrative support functions.
- Petty Cash & Prepare Petty Cash Statements
- Contract preparation: Send RFQ's to suppliers, obtain quotes and obtain all relevant documentation needed for new contracts.

- Submission of documents to HO for approval process.
- Supplier Management
- Manage supplier database and forward SPD4 forms and supplier registration forms to new suppliers.
- Preparation and control of invoices as received
- Participation in trade fairs (ITB) and events
- Organization and coordination of the ITB stand (catering) and event in the SA Embassy
- Accommodation bookings for the team - Head Office and CE Team - at the ITB
- Support HO team with visa invitation letters and organisation.
- Proof reading of all marketing texts and social media posts.
- Support with all reporting (Monthly, Quarterly, Annual, Closing Reports)
- Research as required
- Engage with the Corporate Services Head and other business unit heads to provide an advisory business unit coordinator role in the strategic planning processes.

#### **Minimum Qualifications and Experience**

- Marketing/Tourism or related tertiary qualification will be an advantage
- Minimum 2 years marketing experience
- Competence with MS Office Applications (Word, Excel, Access, PowerPoint), Internet, Social Media and related IT environment
- Language proficiency: German and English.

#### **Knowledge and understanding of:**

- Performance monitoring, evaluation and reporting frameworks, systems and processes.
- Communications and information management legislative requirements.
- Administration and document archiving and management practices.

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Detailed CV to be sent to : [tourismexecution@southafrica.net](mailto:tourismexecution@southafrica.net)  
Closing date : 19 July 2024

**Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful.  
No late applications will be accepted.**

**NB. Only Germany based citizens may apply  
South African Tourism does not offer Work Permit sponsorship**