



JOB VACANCY

Position Available	Workplace Coordinator
Location	ODI Head Office - Centurion
Salary Expectation	R10k – R15k per month
Employment Type	Permanent full-time (3-month probation applies)

Minimum Requirements

- Diploma/Certificate in Business Administration, or equivalent, required. Project Management Certificate advantageous.
- Advance knowledge and proficiency in MS Office.
- Minimum 3 years of experience in an administrative environment; knowledge of learnership administrative duties will be advantageous.

Competencies and Skills

- Driver's license required, and own transport advantageous.
- Strong computer literacy, and excellent administrative skills.
- Proficiency in compiling reports, and attention to detail.
- Ethical and trustworthy with sensitive and confidential information.
- Organised, professional.
- Self-motivated, and willing to enhance own learning and development.
- Ability to work with strict deadlines.
- Ability to engage with various role-players, and excellent communication skills.

Primary Duties

- Ensure compliant use of LMS and document management systems, including OneDrive.
- Manage learner documentation to ensure compliance.
- Capture and file learner details from start to close-out of training programmes.
- Coordinate training schedules from start to close-out of training programmes.
- Adhere to document, information and learner record safety and security.
- Manage and maintain learnership documents such as checklists, progress reports, attendance records, and other relevant documentation.
- Ensure adherence to quality and reporting requirements.
- Maintain up-to-date client workplace information and databases.
- Order, print, collate and distribute learning material.
- Organise and manage couriers, including the preparation of parcels to ensure on-time deliveries.
- Ensure client workplace meet OHS requirements.
- Engage with stakeholders, where required, including but not limited to SETAs, QCTO, SABPP and clients.
- Travel to clients and other stakeholders, when required.
- Assist with the organisation of workshops and conferences, including venue hire, registrations and liaison with delegates.
- Assist with the upkeep of the ODI office, according to Best Practise, as described in Key 1 of the 20 Keys System.

Application

Send all CVs to esbe.dutoit@odi.co.za

Details

Closing date: 20 November 2024. Shortlisted applicants may be required to undergo relevant psychometric testing.