

Programmes Administrator

Remuneration:	R20000 - R22000 per month
Location:	Cape Town
Education level:	Degree
Job level:	Mid
Own transport required:	Yes
Travel requirement:	Occasional
Type:	Permanent

Ladles of Love is looking for a special person to fill the role of programmes administrator in the organisation's programmes department. This is not a job, but a vocation to embrace a career that is purpose driven and dedicated to changing and touching lives.

This position requires a dynamic, energetic person with excellent interpersonal skills, who is highly organised and loves administrative as well as implementation work. The programmes administrator will be responsible for a wide range of duties related to planning, implementation, supervision and optimisation of the programmes run by Ladles of Love.

The role includes, but is not limited to:

- Acting as first point of contact for programmes, dealing with correspondence and phone calls in a polite and professional manner;
- Manage data in spreadsheets and reports;
- Keep records and reports up to date;
- Help maintain the programmes budget plan;
- Organising and scheduling of meetings and appointments with potential suppliers, stakeholders and funders;
- Managing meetings and venues;
- Liaising with internal and external stakeholders;
- Assisting with compiling required reports and various applications;
- Drafting documents and emails;
- Supporting the programmes department.

Requirements:

- Highly organised and focused;
- An excellent command of the English language is essential (verbal and written)
- A minimum of three years' experience in similar role;
- Excellent computer skills are essential;
- Time management and prioritisation to meet and manage deadlines;
- Availability after hours as required;
- Ability to multitask;
- Flexibility, resilience, adaptability;
- The ability to work well with people and form strong relationships;
- Problem solving and decision making;
- Previous experience of working at a non-profit organisation will be an advantage;
- Interpersonal skills;

- Maintain a high level of client satisfaction;
- Quality assurance.

This role is a full time position based at the Ladles of Love head office in Cape Town.

The successful candidate must possess a valid driver's licence, as well as their own car, laptop and smart phone.

Posted on 30 Apr 10:35, Closing date 29 Jun

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Nia Daniel

hr@ladlesoflove.org.za

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