

PiCompany - Company Profile

PiCompany South Africa (small team of 11-20 in South Africa) was established in 2008 in Johannesburg, focusing on Training and Educational programs, International development programs and Recruitment of global professionals.

With these business lines, PiCompany South Africa successfully services a broad range of clients, such as Bankseta, Teta, AgrisSeta, Chieta, Services Seta, Cathseta, ABSA, SHRA, Innovact, Seifa and more. www.picompany.co.za PiCompany offers programs through its online platform www.pi-academy.org accredited by Sseta.

What PiCompany can offer you

- The opportunity to get acquainted with PiCompany's services and approach
- Dynamic work environment
- Hybrid working conditions

The Position: Project administrator

Duties and responsibilities:

- Administrative support regarding recruitment of learners
- Capture documents of learners and upload on a state-of-the-art online platform
- Administer presence of learners in classes
- Inform learners properly about current and future projects in which they participate
- Administration of learner's files (PoE) in LMIS
- Preparation of documents to provide to SETA's (awarded projects)
- Achieving personal monthly and quarterly targets
- Effective processing of questions

Qualifications

- 1– 3 years' experience with a minimum of a Bachelor (or studying) in business administration, human resources or sociology
- Excellent skills in MS office; excel, powerpoint and online meeting tools
- Projectmanagement certificate considered to be an advantage

Competences

- Planning and organising
- Good communication skills and strong interpersonal skills
- Excellent customer service, interpersonal, communication and team collaboration skills
- Pro-active and innovative thinker
- Strong analytical and problem-solving skills
- Strong tracking, coordination and project-planning skills
- Must be able to work independently on multiple simultaneous tasks with remote supervision
- Quick learner, motivated self-starter
- Excellent command of the English language
- Integrity

Interested? Please send your cv to hseedorf@picompany.co.za