

PiCompany - Company Profile

PiCompany South Africa (small team 9 employees in the Netherlands and South Africa) was established in 2008 and has 3 business lines: HR consulting services, educational programs and talent development.

With these business lines, PiCompany South Africa successfully services a broad range of national and international clients, such as ABN AMRO, Cargill, Shell, ING Bank, Heineken, DHV, Bankseta, Teta, AgrisSeta, Chieta, Services Seta, Cathseta, ABSA, SHRA, Innovact

What PiCompany can offer you

- The opportunity to develop yourself as well as your career in a professional (international) environment
- The opportunity to get acquainted with PiCompany's tools and approach

The Position: Project administrator

The team is looking for a project administrator to be the principal support person on our training/ educational work for executing awarded learning programs by different seta's (Sector Education and Training Authority) and to support the senior project manager/director.

In addition: the successful candidate will work in several projects and related work.

Duties and responsibilities:

- First point of contact to PiCompany Clients (Seta's) and support Senior project manager(director)
- Visiting existing clients according to applications of fundings (Seta's)
- Preparation of funding applications for learning programmes
- Project administration regarding awarded projects
- Monitoring and evaluation of learning programmes in cooperation with Seta's
- Monitoring accreditations of learning programmes and company
- Coordination of recruitment candidates either direct or via third parties
- Maintaining contacts with existing and potential clients via various channels of communication
- Achieving personal monthly and quaterly targets
- Effective processing of questions
- The position reports to the managing director

Qualifications

- 3– 5 years' experience with a minimum of a National Diploma in marketing or administration or human resoures
- 3-5 years' experience in an international environment
- Knowledge of organisational structures

Competences

- 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
- Ability to identify new clients
- Must be able to work iindependently 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
