

FURTHER EDUCATION AND TRAINING COORDINATOR
(CENTURION BASED – Contract Position Until 28 February 2020)

RESPONSIBILITIES

Academic approvals:

- Approve qualifications to continue to the next grade.
- Perform quality checks.
- Review subject change applications.
- Coordinate and resolve issues relating to the Grade 10 to 12 applications.
- Collect and request information/documentation.

NSC Examination:

- Coordinate and resolve issues relating to the Grade 12 NSC Examination allocations.

Client enquiries:

- Handle client queries regarding registration and the FET Phase (Telephonically and via email).
- Manage walk-in clients.

General:

- Capture data and update the database.
- Manage administrative functions.

REQUIREMENTS:

Essential:

- Grade 12 or equivalent.
- Five years' administration experience.
- Working experience in administration, quality assurance or education.
- Essential computer skills:
 - MS Excel.

- MS Word.
- MS Outlook.
- Office administration.

Other requirements:

- Fluent in English
- Understand Afrikaans.
- Exceptional administration and communication skills.
- Must be detail-oriented.
- Must be able to handle high volumes of work accurately in a short period of time.
- Must be able to work under pressure.
- Good negotiation skills.
- Outgoing personality.
- Must be logical and assertive.
- Available to work between 07:00 and 17:00 on weekdays.

Salary is market related.

Please note this position is limited to EE/AA candidates

Please send your CV with the position name to recruitment@futurelearn.co.za.