



## **ASSESSMENT ADMINISTRATOR**

Optimi is looking for a highly organized and professional individual with strong communication skills to join a highly motivated team as an Assessment Administrator. The successful candidate must be a team player and have excellent administrative skills.

### **Requirements:**

- Grade 12/ equivalent
- 5 years' experience related to the field
- Must be computer Literate (Microsoft Office, Excel, Word, Outlook as well as using PowerPoint and Freshdesk)
- Must be fluent in English
- Must be able to prioritize and meet deadlines
- Must be a team player and have the ability to pay attention to detail
- Own Transport (beneficial).

### **Duties:**

- Execute internal policy in line with DBE and the relevant examination board
- Manage and coordinate assessment including coordination and administration of exams
- Coordination and administration of the assessment accommodation process
- Effective communication with clients regarding follow ups and providing feedback
- Handling all client enquiries
- Proving Exam support
- Assisting with planning events
- Other Ad hoc duties

The position is based in Centurion.

Please note that preference will be given to candidates with the required experience.

Kindly send your CV stating the job title in the subject line to [\*\*recruitment@optimi.co.za\*\*](mailto:recruitment@optimi.co.za)

Should you not receive a call from us in 14 days, please consider your application unsuccessful.