

PROGRAMME ADMINISTRATION MANAGER

Optimi is looking for a self-motivated, deadline driven individual who has exceptional administration skills. This individual must have experience in managing a team. The successful candidate must also have a fantastic ability to pay attention to detail.

Requirements:

- Grade 12/ equivalent
- 5 years experience related to the role
- Must be computer literate (Microsoft Excel Advanced, Word and Outlook,)
- Strong Administrative and Organization skills
- Should be very strong process and system orientated
- Fluent in English and preferable also in Afrikaans (Verbal as well as written)
- Must be professional and presentable
- Must pay attention to detail
- Must be outcome and results orientated
- Own Transport (beneficial).

Duties:

- Create and update Internal policy in line with DBE and examination board policy
- Create and manage the enrollment and registration process
- Conduct the financial recons of SACAI
- Manage the Impaq Service provider and system
- Recruit, supervise and manage dedicated personal according to the requirements
- Ensure the team is performing well and establishing continuously training programs to improve the team.
- Managing walk in clients
- Manage overall administration and provide effective statistics for management.

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.