

## **ADMINISTRATIVE COORDINATOR: CHINA**

An exciting opportunity exists for an Administrative Coordinator to join our Tourism Execution team in China, Beijing. This position reports to the Head Asia Pacific Hub. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

### **Key Outputs:**

- Schedule appointments and maintain an electronic diary for the Hub Head.
- Translations for the Hub Head and visitors from Head Office and the Ministry.
- Coordinate business travel and accommodation as required.
- Plan and prepare documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings.
- Type correspondence, reports, minutes, presentations, spreadsheets and related material from hand written notes
- Source information as requested by the Head Corporate Services.
- Stock control of office stationery.
- Perform administrative tasks related to expense claims.
- Maintain an appropriate filing system (manual and computerised) for the business unit.
- Ensure all files are readily accessible and retrievable at all times.
- Track and follow up on documents that were sent from the business unit that requires action or approval
- Perform other administrative support functions.
- Engage with the Corporate Services Head and other business unit heads to provide an advisory business unit coordinator role in the strategic planning processes.
- Establish and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships with other SA Tourism staff
- Prepare monthly reports and make presentations as required

### **Qualifications and Experience**

- Matric plus a tertiary Admin or related Qualification.
- English diploma/degree will essential for translation
- Marketing / Tourism or related tertiary qualification will be an advantage
- Minimum 2 years marketing experience or related knowledge of South Africa.

### Knowledge and Understanding of

- Government priorities and imperatives
- Performance monitoring, evaluation and reporting frameworks, systems and processes
- Communications and information management legislative requirements.
- Administration and document archiving and management practices

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Enquiries :  
Detailed CV to be sent to : [hr@southafricantourism.cn](mailto:hr@southafricantourism.cn)  
Closing date : **Friday 30 June 2017**

Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.

**No late applications will be accepted.**