



## ROLE PROFILE: OFFICE ADMINISTRATOR

|                                       |                               |                   |                   |
|---------------------------------------|-------------------------------|-------------------|-------------------|
| <b>GROUP FUNCTION / BUSINESS UNIT</b> | Mbuyelo Coal                  | <b>OPERATION</b>  | Khashani Colliery |
| <b>LOCATION</b>                       | Kriel                         | <b>JOB LEVEL</b>  | B- Level          |
| <b>DISCIPLINE/ DEPARTMENT</b>         | Administration/Office Support | <b>REFERENCE:</b> | KC032             |

### REPORTING STRUCTURE

|                           |                 |
|---------------------------|-----------------|
| <b>REPORTS TO (TITLE)</b> | General Manager |
|---------------------------|-----------------|

### ROLE SUMMARY (PURPOSE)

In accordance with Mbuyelo Coal objectives, the Office Administrator will be responsible to effectively manage administration tasks in the office by planning activities, organizing resources, coordinating task responsibilities, and controlling risks to ensure the successful and timeous execution of all administrative activities in respect of quality, quantity, and efficiency.

### KEY WORK OUTPUTS AND ACCOUNTABILITIES

- Scheduling and diarizing of General Manager and All HOD's calendar and boardroom facilities
- Accurate compiling of minutes/ presentations on a daily/weekly/monthly basis and disseminate them accordingly
- Ensure that the general record keeping, and filing is maintained
- Perform regular office inventory checking
- Assist with office related orders and reservations when required
- Perform regular office inventory checking
- Assist with necessary reservations and ordering of refreshments for meetings
- Receiving and dispatching deliveries
- Management of office supplies such as stationery, equipment, groceries, and furniture
- Performing ad-hoc administration duties on request

### REQUIREMENTS

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE</b> | <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Diploma in office management / administration or equivalent in the field</li> <li>• At least 3 years' experience in office management / admin related field</li> <li>• Any previous exposure in mining environment would be added advantage</li> <li>• Computer literacy and advanced</li> <li>• Valid Driver's License</li> <li>• Valid medical certificate of fitness</li> </ul> |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Closing Date:** 09 July 2025

**Contact:** Send your cv to: [Hr.khashani@mbuyelocoal.com](mailto:Hr.khashani@mbuyelocoal.com)  
Reference Number: KC032

**Additional information**

- Mbuyelo Coal shall apply the Employment Equity principles as set out in Company's Employment Equity Policy
- Incomplete CV's and/or applications will not be considered.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful
- Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying.

