



<b>Job Title</b>	BD Administrative Assistant
<b>Location</b>	Paulshof, Johannesburg
<b>Industry</b>	Academic
<b>Salary</b>	R 15 000 p/month (R 180 000 p/annum)

### Purpose

Reporting to and working closely with the Business Development Director and the Business Developers, the Administrative Assistant is responsible for providing administrative and clerical support and services in order to ensure effective business development operations.

### Main Duties and Responsibilities

- To be the first point of call for all incoming calls.
- Respond to general phone enquiries promptly, in a professional and courteous manner.
- Re-direct phone enquiries to the appropriate staff member, as and when necessary.
- Reply to general information requests with the accurate information.
- Accurately capture contact/customer data records.
- Liaise with business team members to facilitate full data visibility.
- Use computer word processing, spreadsheets, and database software to prepare memos, documents and reports.
- Forward incoming general e-mails enquiries to the appropriate staff member.
- Make travel, meeting and other arrangements for business development staff.
- Keep a master file of compliance documentation.
- Ensure compliance documentation is up to date.
- Prepare and submit tender documents.
- Liaising with clients – obtaining clarifications and further information concerning a tender when required.
- Conduct internet research of potential clients.
- Attend and minute meetings and provide accurate notes and deliverables.
- Complete and submit supplier registration documents.
- Providing general administrative support when required.



## Formal Required Learning

Qualification Bachelor's Degree

## Experience

Required in Sales and Marketing

## Computer Literacy

Proficient in

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- Dynamics CRM
- Internet Explorer

## Other Skills and Qualifications

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- Good administrative and organisational skills with attention to detail and accuracy.
- Good communication skills, both written and verbal.
- Process driven creating delivery plans and schedules ensuring that all parties deliver accordingly.
- Ability to build relationships internally and externally and drive support.
- Ability to work in an organisation with a fast turnaround of activity.
- Excellent time management skills and ability to prioritise within a busy workload.
- Ability to manage multiple tasks at once.
- A strong team working ability is required.
  - The individual will need to motivate and influence internally and externally.
- Ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Interest in development issues with at least degree level of education, preferably in development studies or another relevant subject.



## Supervision Received

This role reports to the Business Development Director. The post holder will be expected to work independently.

## Contact

The role requires regular contact with internal staff such as the Dean, Business Development Director, Director Executive Education, Accountant, and CRM Practitioner. Externally the role requires regular contact with faculty, clients, consultants and sales associates.

## Terms and Conditions

- 08h30 to 17h00 Monday to Friday, with an hour's break for lunch (40 hours per week).
  - However, you may be required to work such hours as are necessary to carry out the duties associated with the post.
  - Some evening and weekend working may be necessary in line with events and marketing activity.
- This document outlines the duties required for the time being of the post to indicate the level of responsibility.
  - It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.