



# South African Society of Archivists

## **ADMINISTRATIVE ASSISTANT: JOB DESCRIPTION**

*The Administrative Assistant will be an assistant to the South African Society of Archivists to help achieve the goals of the Society.*

### Academic Qualifications

Grade 12/Matric and a Diploma/ Degree in Archival Studies

### Personal Qualifications

- Be a South African citizen
- Be a team player
- Be flexible, cheerful and patient
- Ability to meet people comfortably and confidently
- Be organized, competent, efficient, creative
- Be computer proficient in Microsoft Office
- Ability to multi-task
- Writing and editing ability, possess proficiency in grammar, usage and style
- Able to safeguard confidential material

### Responsibilities

- The successful candidate will be responsible for, among others, the following key performance areas: Handle all mail, including pick-up, drop-off, opening, distribution, and responding as appropriate.
- Prepare and edit correspondence, presentations, and other documents, and conduct basic research and analysis for this purpose (where necessary).
- Prepare and mail correspondence to members.
- Handle all telephonic calls, deal with queries, take messages and distribute timeously.
- Keep website up to date.
- Create and maintain a proper filing system for filing of records including Executive Committee Minutes.
- Maintain membership records, including an accurate database.
- Keep an inventory of office supplies.
- Supervise the maintenance of office equipment.
- Recruit and supervise volunteer help for routine tasks as needed.
- Organize Committee meetings and other events when necessary.
- Perform registration of members at SASA conferences and workshops.
- Manage and maintain the Committee's meeting calendar, including making logistical arrangements for catering, appointments and travelling commitments in liaison with relevant committee member.

- Compile weekly reports.
- Review the operating practices in own area and implement improvements (where necessary).
- Maintain positive internal and external relationships on behalf of the Committee, engaging with members of the Society and other stakeholders.
- Perform the day-to-day duties in an ethical manner that involves maintaining absolute confidentiality in all matters related to the SASA office.

Execute any other tasks as instructed by the Secretary, as and when required.

The following skills and knowledge is required:

- computer literacy;
- appropriate language proficiency;
- verbal and written communication skills;
- analytical and problem-solving skills;
- planning and organising skills;
- the ability to work under pressure;
- interpersonal skills;
- adaptability; and
- attention to detail.

**Position Supervision:**

The Administrative Assistant will be under the direct supervision of the Secretary of SASA, and will receive a yearly job review and performance appraisal by the Executive Committee.

**Hours:**

Monday to Friday: 8:00-16:00.

The administrative assistant will be required to assist at the annual SASA conference and workshops. This may require extra hours.

To apply or any queries, please contact Kgomotso Mothate at [Secretary@saarchivist.co.za](mailto:Secretary@saarchivist.co.za) or on 012 399 7174. Closing date for applications is 16 April 2018.