



# RECORD ENGINEERING (PTY) LTD

Over the years Record Engineering has grown substantially and evolved into a key player in the mining sector becoming a leading supplier to numerous Original Equipment Manufacturers (OEM) and large mining operations. We primarily function as an engineering service provider for mining machinery and direct project management on mining plants.

## POSITION: SITE ADMINISTRATOR

**LOCATION:** Kathu

**TYPE OF EMPLOYMENT:** Permanent

**REF NO:** REC275

### DUTIES AND RESPONSIBILITIES:

- Processing attendance records and timesheets
- Filing and record keeping of all administrative documents
- Requesting of all required parts, tools and consumables through the procurement process
- Updating of job book and job folders
- Pastel quotations
- Follow-up on orders and sending out invoices
- Data Capturing
- PPE Management
- Maintaining personnel records on site
- Handling of day-to-day queries
- Filing of all administrative documents

### QUALIFICATIONS AND REQUIREMENTS:

- National Senior Certificate with Mathematics
- Tertiary qualification will be advantage
- Valid driver's license
- Must be able to read, write, speak and understand English
- 3 years' Administration experience/ experience within the mining environment
- High level of computer literacy (advanced Excel experience)
- Pastel experience will be mandatory
- Medically fit for mine entry
- Must have financial background

### COMPETENCIES:

- Ability to show initiative, plan, multitask and organise
- Ability to work independently
- Self-motivated and reliable
- Exceptional level of customer service
- Good communication skills
- Performance Driven

*Record Engineering adheres to the EE legislation and this position has been identified as EE/AA.*

*If you meet the minimum requirements, kindly submit your CV on our website via the career portal at [www.record.co.za](http://www.record.co.za).*

*Should you not receive a response within 2-3 weeks, please consider you application unsuccessful.*

# Careers With A Record Company

**J Rink**



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