

## VACANCY AVAILABLE OFFICE SECRETARY

VACANCY AVAILABLE SENIOR ARCHITECTURE

### Key Requirements

At least 1-2 years relevant post graduate experience in Office Administration or Business Secretary work  
Qualification: Office Administration or Bookkeeping Min: National Diploma (NQF Level 5 up)  
General Knowledge of South African Tax  
General Knowledge of Corporate Governance and business administration

### Responsibilities (not limited to)

#### Finance:

Collect data from clients, eg: bank statements and invoices  
Draw up monthly expense spreadsheet per client  
Keep records of clients and the services we render to them (update for new clients)

#### Office admin:

Filing for all clients  
Ensure that the office is clean and always looks neat  
Coordinate meetings as requested and ensure that coffee and tea is served  
Manage general office with kitchen and admin work including answering telephone and Admin emails  
Manage company social media and advertising

#### Governance:

CIPC work- Registration of company, company changes on CIPC, annual returns ect  
SARS: Registering e filing profiles & moving e filing profiles, PAYE registrations, VAT registrations, Tax type activations, Tax clearance issuing. Checking compliance  
CSD Registration, CIDB Registration, COIDA Registration & submissions  
Tender and RFQ compiling on adhoc basis  
UIF Registration and submissions

Salary: Market related – R7000.00pm Gross negotiable  
Area: Broadacres Fourways.  
Applications: for more details [applications@thelidzapersonnel.co.za](mailto:applications@thelidzapersonnel.co.za)

