



## **ADVERTISEMENT INTERNAL VACANCY**

### *Administrative Assistant International Affairs*

The above vacancy exists within the International Affairs Department and will report to the Manager: International Affairs. The purpose is to administer the activities of the International Affairs Department. The ideal candidate will be someone who has successfully completed matric and/or a tertiary qualification (such as in a business administration discipline); and has at least 3 years working experience.

#### **Key Performance areas:**

- Agreement and affiliate databases
- Foreign performance notification and income tracking
- Query resolution
- E-mail administration – International Affairs e-mail box.
- General administration

#### **Minimum requirements:**

- Excellent interpersonal skills.
- Good written and verbal communication skills (Fluent in English)
- Candidate should be able to communicate in a European language such as French, Spanish or Portuguese
- Good general knowledge and /or interest in music
- High level of professionalism.
- Computer Literacy.

#### **Core Competencies:**

- Administrative ability
- Accuracy and attention to detail
- Customer service orientation
- Organisational Commitment
- Information seeking ability
- Time management
- Initiative
- Integrity

If you are confident that you have the necessary skills and experience to perform the above duties, please forward your CV in confidence to HR Department, 1<sup>st</sup> Floor or e-mail: [cv@samro.org.za](mailto:cv@samro.org.za)