



INTERNAL ADVERTISEMENT VACANCY

Administration Assistant

The above vacancy exists within the Writer Services Department and reports to the Deputy Manager Writer Services. The purpose of the position is to ensure SAMRO's reputation remains intact through timeous and accurate completion of administration duties. The ideal candidate will have successfully completed Matric and will be studying towards or have completed a qualification in the field of administration. A minimum of 2 years experience in a similar environment is essential.

Key Performance areas:

- Create customer service culture
- Deceased cases
- Relationship building
- Data capture
- Quality control
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Minimum requirements:

- Legal administration of intestate estates is a definite advantage
- Excellent written and verbal communication skills
- Ability to effectively manage stakeholders (attorneys, legal consultants, service providers etc.)
- Ability to meet work under pressure and meet deadlines
- Understanding of copyright law will be an added advantage
- Excellent computer skills (including word processing and spreadsheet packages).
- Accuracy and attention to detail is an essential requirement

Core Competencies:

- Integrity
- Self confidence
- Diligence
- Problem Solving
- Goal Setting Ability
- Professional knowledge
- Action Orientation
- Time Management