



DENEL OVERBERG TEST RANGE

PERSONNEL VACANCY

THE FOLLOWING VACANCY EXISTS AT DENEL OVERBERG TEST RANGE:

POSITION	<ul style="list-style-type: none">• Department Secretary: Human Resources
KEY RESPONSIBILITIES	<ul style="list-style-type: none">• Provide professional and efficient secretarial services to the Deputy Chief Executive Officer.• Effectively diary management.• Responsible for all logistical arrangement of meetings, conferences, etc.• Arrange HR information sessions.• Coordinating travel arrangements of the Department.• Responsible for drafting minutes of all HR related meetings.• Correspondence and filling.• Telephone management.• General office routine and administration.• Use initiation and be proactive in offering assistance to ensure an effectively managed department.
QUALIFICATIONS	<ul style="list-style-type: none">• Secretarial Certificate with at least 3 year's experience in an administrative environment.• Computer literate with a strong focus on MS Office.
OTHER REQUIREMENTS	<ul style="list-style-type: none">• Valid Code B driver's licence.
PERSONAL AND OTHER ATTRIBUTES REQUIRED	<ul style="list-style-type: none">• Maintain a high standard of confidentiality.• Integrity.• Highly motivated.• Able to work under pressure.• Good communication skills.• Neat and professional image.• Ability to organise and prioritise.
CLOSING DATE	<ul style="list-style-type: none">• 31 March 2017
JOB-RELATED ENQUIRIES TEL NUMBER WEBSITE	Mrs BC Salo 028 445 2000 www.denelotr.co.za
KINDLY SUBMIT YOUR CV AND CERTIFIED COPIES OF YOUR ID AND QUALIFICATIONS TO: Executive Manager: Human Resources Denel Overberg Test Range Private Bag X12, Bredasdorp, 7280 FAX NUMBER: 028 445 2125 EMAIL: otrhr@denelotr.co.za	
Denel Overberg Test Range is an Employment Equity Employer giving preference to suitable candidates who contribute to the diversity of the Company. FEMALE candidates are encouraged to apply. Preference will be given to people with disabilities. 	