

Shaping the future

Administrator: Processing

A vacancy exists for an Administrator Processing reporting to the manager processing. The successful incumbent will be responsible to provide support and to co-ordinate services with regard to the gathering, documentation, processing and distribution of specific data for processing and maintenance department at all levels.

Key performance areas

- Maintain Health, Safety and Environmental standards at all times;
- Compile, process and distribute required information;
- General office administration;
- Co-ordinate, collaborate and record the issuing of safety clothing; and
- Create purchase requisitions for contractors and outside orders.

Minimum qualifications

- Grade 12 with 20 points and an E-symbol in English;
- Two year diploma in secretarial or office administration qualification;
- Three years' relevant working experience preferably in an information processing or administration intensive environment;
- Code BE driver's licence.

To apply

Please submit your curriculum vitae and certified copies of qualifications with a cover letter to rul.recruitment@riotinto.com.

Application closing date – 24 February 2017