

Shaping the future

Administrator Processing

A vacancy exists for an Administrator Processing within the Processing department reporting to the Manager Processing. The successful candidate will be responsible for providing support and co-ordinating services with regards to the gathering, documentation, processing and distribution of specific data for processing sections at all levels.

Key performance areas

- Maintains Health, Safety and Environmental standards at all times;
- Compiles, processes and distributes required information;
- General office administration;
- Co-ordinates, collaborates and records the issues of safety clothing;
- Creates purchase requisitions for contractors and outside orders.

Minimum qualifications

- Grade 12 with 20 points and an E-symbol in English;
- A two year diploma in Secretarial or Office Administration qualification;
- Three years' relevant working experience preferably in an information processing or administration intensive environment;
- Valid code B 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: 16 February 2018