

Coaching Education Coordinator.

Applications are invited from suitably qualified candidates for the permanent position of Coaching Education Coordinator.

The closing date for applications is **Monday, 14 March 2016.**

Please submit your application to the Human Resources Department (careers@sarugby.co.za). Your application should be accompanied by your CV.

Preference will be given to EE Candidates for this position.

Job description

1. Job Particulars:	
Job Title: Coaching Education Coordinator	Department: Rugby
Direct Reports: None	Travel Required: Yes
Reports to: Manager: Coaching Education	Job Grade: C1
2. Purpose of Job:	
To provide administrative support to the Coaching Education department.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none">• Organising and attending meetings and ensuring their manager is well-prepared for meetings;• Organising travel and preparing complex travel itineraries;• Liaising with clients, suppliers and other staff;• Devising and maintaining office systems, including data management, filing, etc.;• Arranging travel and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;• Screening telephone calls, enquiries and requests, and handling them when appropriate;• Meeting and greeting visitors at all levels of seniority;• Organising and maintaining diaries and making appointments;• Dealing with incoming email, faxes and post, often corresponding on behalf of the manager;• Taking dictation and minutes;• Carrying out background research and presenting findings;• Producing documents, briefing papers, reports and presentations.	
4. Experience & Expertise (Typical educational qualifications & experience)	

a. Educational background

- Administrative/Secretarial certification essential

b. Experience (years and nature)

- 3 - 5 years' work experience as an administrator or executive secretary
- 3 – 5 years' experience in Training and Development administration is essential

5. Critical Competencies and Skills

- Efficiency
- Self-motivated
- Planning and organising
- IT literacy
- Interpersonal Skills
- Communication skills
- Flexibility
- Detail Orientation
- Knowledge of training and development

Human Resources Department