JOB DESCRIPTION TEMPLATE FOR AN

OFFICE ADMINISTRATOR

## Title of vacancy

Write the title that best describes the available role.

*For example: Office Administrator*

### Requirements

List the job requirements the ideal candidate must have to apply for this position.

*For example:*

* *Relevant degree or diploma*

### Required professional skills

List the relevant skills and qualifications that you require for this position.

*For example:*

* *Organisational skills*
* *Data management*
* *Communication skills*

### Required qualities and soft skills

List the relevant qualities and soft skills that you require for this position.

*For example:*

* *Great communication skills*
* *Punctual*
* *Reliable*
* *Honest*

### Other requirements:

*For example:*

* *Own reliable transport*

## Job description

In the job description, use the following headings to structure your explanation of the role. It includes necessary details to use as a guide.

### Introductory paragraph

Write a brief description of your company here and what position you need filled.

*For example: The office administrator is responsible for the oversight, organising and running of a company’s office including some receptionist duties. Apart from welcoming visitors, the office administrator will manage filing systems, coordinate appointments for senior managers and ensure the smooth running of the office administration function.*

### Responsibilities

List the duties and responsibilities of the position here.

*For example*:

* *Manage office correspondence efficiently including: receiving and sending packages, administrative emails, phone calls and other forms of communication.*
* *Provide administrative support to senior staff members including: travel agendas, itinerary, bookings, appointments, presentations, proposals and managing the office calendar.*

### Benefits

List some of the benefits of the job.

*For example: remote or hybrid or flexible working hours*

## Where will the employee be based?

Is this position a remote, in-office or hybrid position. If hybrid, then state the expectations for when the person will be in office vs. remote.

## Type of contract

State the working hours, have a look at the [RecruitMyMom services page](https://www.recruitmymom.co.za/our-services) for reference to the different types of job contracts.

State whether the job is permanent or contract. If it’s a contract, stipulate the length of the contract.

## How should candidates apply?

Always insert how the candidates should apply if you are not using a recruitment partner to assist you.