

Vacancy: Academic Assistant – Durban Musgrave Campus

Embury is looking for three Academic Assistants for the Durban Musgrave Campus

Key Role and Objective:

Provide personal administrative support and assistance to the Head of Academics and Academic staff.

Roles and responsibilities:

- ✓ Support the Academic and Student Support Services departments.
- ✓ Assist with day to day administration.
- ✓ Assist with printing, faxing, scanning and data capturing.
- ✓ Send out emails as determined by campus Head of Academics.
- ✓ Undertake any additional duties or projects that the campus Head of Academics and Academic staff require assistance with.

Job Requirements:

- ✓ Grade 12 (with certificate pass).
- ✓ Previous experience of working in an office environment would be an advantage.

Required skills and behaviours:

- ✓ Excellent people skills
- ✓ Confidentiality
- ✓ High proficiency in MS-Word and MS-Excel
- ✓ Be professional and courteous at all times
- ✓ Excellent time management skills and ability to prioritise work
- ✓ Strong organisational skills with the ability to multi-task
- ✓ Excellent written and verbal communication skills
- ✓ Flexibility to work outside normal working hours (should it be deemed necessary)

Interested applicants are to e-mail a letter of application together with a CV of no more than 3 pages to hr@embury.ac.za

Closing date: 25 June 2019

Should you not hear from us by 12 July 2019 please accept that your application was unsuccessful

**NO TELEPHONIC ENQUIRIES will be entertained.
Only short listed candidates will be contacted.
Embury reserves the right to not fill this position**