

JOB DESCRIPTION

FACILITIES AND OFFICE ADMINISTRATOR



We are looking for a Facilities and Office Administrator to join our Rosebank team. The candidate will be the first point of contact at Traxtion's Rosebank head office, ensuring a professional, welcoming and efficient front office environment. The role combines reception, office administration and executive support responsibilities, with a strong focus on maintaining smooth office operations while assisting the Executive Assistant to the CEO with day-to-day tasks. The role reports to Office of CEO.

KEY RESPONSIBILITIES

Reception & Guest Relations

- Professionally manage the reception area, greeting and welcoming all visitors in a courteous manner
- Answer and direct incoming calls in a professional way, reflecting Traxtion's brand and image
- Ensure guests are offered refreshments and directed to the correct meeting rooms

Office Administration

- Maintain a healthy stock of stationery, refreshments, paper and toners etc
- Carry out administrative tasks such as filing, copying, scanning, binding, petty cash handling, courier arrangements and typing in a timely manner
- Ensure confidentiality of sensitive information is maintained at all times
- Oversee office supplies, courier and mail distribution processes
- Ensure office equipment (printers, telephones, projectors, etc.) are in good working order and serviced when required
- Coordinate with service providers for maintenance, cleaning and facilities support

Boardroom and Meetings Support

- Ensure boardrooms are tidy, well-prepared and equipped for meetings
- Confirm and manage meeting room bookings to avoid scheduling conflicts
- Arrange refreshments and ensure professional setup prior to meetings

Executive Support

- Provide daily administrative support to the Executive Assistant to the CEO, including diary coordination, document preparation and follow-up tasks
- Assist with travel arrangements, accommodation bookings and logistics for executives and visitors
- Support planning and execution of company events and executive engagements
- Ensure timesheets and attendance registers are completed on a monthly basis
- Ensure all Health & Safety requirements are met on a quarterly basis

Workplace Culture & Professionalism

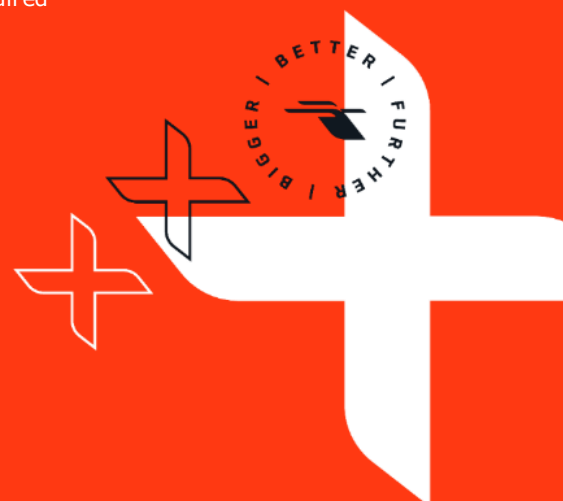
- Promote an inviting, respectful and professional tone within the office
- Represent Traxtion in a polished and professional manner at all times
- Must be neatly groomed at all times

Qualifications and Experience

- Matric (Grade 12) required; a relevant office administration or business qualification will be an advantage
- 3-5 years' experience in a receptionist, office administration, or executive support role
- Strong organisational and multitasking skills
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Excellent communication and interpersonal skills.
- High level of professionalism, confidentiality and discretion

Competencies & Attributes

- Professional and courteous demeanour.
- Strong attention to detail and accuracy.
- Ability to prioritise and manage multiple tasks under pressure
- Strong problem-solving and initiative-taking skills.
- Team player with a supportive and service-oriented approach
- Must reside in or near Rosebank or have reliable method of transportation
- Must be able to support on external projects as and where required
- Must be able to work additional hours as and when required



HOW TO APPLY:

Applications that meet the above-mentioned criteria can be emailed careers@traxtionAfrica.onmicrosoft.com by **30 September 2025**. Only applications applied via the channel advised will be accepted. Should the applicant not receive any communication 2 weeks post the closing date, please regard your application as unsuccessful.