



Department: Teaching /Academics

Post: Administrator

Taal-Net Group of Schools

Job Type: Full-time

Application closing date: 17 December 2024

Suitably qualified and experienced candidates should submit their CV with a covering letter to hr@taalct.co.za

Taal-net Group of schools is looking for a School Administrator to manage all administrative tasks in our school. As a School Administrator, you'll need to wear many different hats; the planner, the problem-solver, the educator and the counsellor being a few of them. You should have the skills to communicate with various people, handle budgets and logistics, and keep all educational programs running.

Responsibility

- Direct the students, staff, parents and visitors to the right school personnel to address their concerns
- Manning the switchboard and screening calls.
- Capturing learners' database.
- Capturing and filing of all customer related information.
- Capturing customer payments.
- Resolving debtors' queries and ensuring that the query resolution file is maintained
- Manages all clerical tasks such as record keeping, word processing and typing , and others in the school office
- Handles all phone calls and respond to emails directed towards the school
- Responsible for organising and handling the school's financial documents when necessary
- Attend to SAMS and all databases.
- Responding to Facebook page.
- All journals and credit notes to be authorised and referenced.
- Capturing on TPN and Stratcol

Requirements

- Bcom/BA Degree in Administration or Diploma in Accounting or Administration.
- Matric certificate
- Experience in invoicing, banking, capturing and credit control is advantageous. Must be articulate and have a strong verbal and written communication skills
- National Identity
- English language fluency
- Police clearance certificate

Suitably qualified and experienced candidates should submit their CV to hr@taalct.co.za **along with a covering letter indicating:**

- salary expectation
- experience
- three referees

NB. Taal-Net Group of Schools does not acknowledge receipt of CVs. Only shortlisted candidates are contacted. Taal-Net Institute reserves the right not to make an appointment