

VACANCY ODU ADMINISTRATOR

Due to the resignation of Delré O'Rourke the above position is available, reporting directly to the Executive Manager of the ODU, based at the Mitre.

Responsibilities will include but not be limited to:

- Administer the day to day affairs of the ODU
- Compile and organise the ODU Magazine
- Compile and manage regular communication with ODs
- Deal with all correspondence regarding ODs
- Maintain OD database
- Organise, attend and take minutes at various meetings during the year
- OD funeral involvement
- Organise annual OD dinner, Founders Day events, Reunions, and other events
- Be available to meet with visiting OD visitors and take them on tours
- Liaise with school in terms of matrics /leavers and the ODU
- Responsible for all aspects of ODU memorabilia
- Responsible for the update of the new ODU website

Experience and Qualifications

- Matric and relevant post matric education
- Must have basic principles of marketing, social media, database management office administration and events coordination
- Experience working in a school or similar environment would be beneficial

Qualities and Skills

- Presentable and possess a positive outlook
- Excellent face to face as well as written and telephonic communication skills
- Self-driven and the ability to work independently
- Reliable, tolerant and be prepared to work flexible hours
- Self-motivated, computer literate and numerate

Interested applicants should forward their CV's with the names of three references to dmurray@bishops.org.za by 22 May 2017.