

## Badminton South Africa

Affiliated to the Badminton World Federation  
Affiliated to the South African Sports  
Confederation and Olympic Committee

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## PART-TIME ADMINISTRATIVE ASSISTANT

Badminton South Africa is looking for a part-time administrative assistant.

### Job Description:

We are looking for a self-driven and proactive master multi-tasker with excellent communication skills and an upbeat attitude to join our team!

As an Administrative Assistant, you will support management and all stakeholders to the organisation by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

Candidates will be responsible for confidential time-sensitive material and may direct and lead the work of others. A wide degree of creativity and latitude is expected to plan and accomplish goals.

### Responsibilities:

- Answer and direct phone calls
- Reply to email, telephone or face to face enquiries
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Organize and schedule meetings and appointments
- Take accurate minutes of meetings
- Submit and reconcile expense reports
- Book travel arrangements
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Provide general support to visitors
- Provide information by answering questions and requests or redirect to the appropriate Executive Board Member/Committee
- Research and creates presentations
- Handle multiple projects
- Managing stock, anticipating needed inventory; placing and expediting orders and verifying receipt
- Manage orders, invoicing and deliveries
- Resolve administrative problems in conjunction with the relevant Executive Board Member
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques

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**President** - Dr Klaas Visser

**Vice President** - Glen Brothers

**Vice-President** - Finance: Bernie Liebenberg

**Vice-President** - Operations & Youth: Gretha Prinsloo

**Vice President** - Administration: Andre van der Merwe

**Board Members** - Willie Joseph, Lydia Foster, Francois Smit, Johan De Klerk



sport & recreation  
Department:  
Sports and Recreation South Africa  
REPUBLIC OF SOUTH AFRICA



**Requirements:**

- Able to work set hours
- Able to work unsupervised
- Proven admin or assistant experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 7 years of experience in the field or a related area
- High school diploma or equivalent; college degree preferred

**Skills:**

- Microsoft Office Skills
- Professionalism
- Problem Solving
- Inventory Control
- Verbal Communication
- Office Administration Procedures
- Discretion and Judgment

Email your CV to [badmintonsa@mweb.co.za](mailto:badmintonsa@mweb.co.za)