



Vacancy: Administrator - M5655 **BMG Belville - 120, Western Cape, South Africa**

Role Purpose

The Administrator at BMG South Africa plays a crucial role in providing administrative support to various departments within the organisation. Reporting to the Branch Manager, the Administrator is responsible for performing a wide range of administrative tasks to ensure the smooth and efficient operation of the office and its functions.

Reporting Line

- Reports to: Branch Manager

Key Performance Areas

1. Communication

- Represent the company in all forms of communication, maintaining good working relationships and networks with internal and external stakeholders, external suppliers, and clients.
- Respond to and follow up on all enquiries by email, telephone and personal visits as required.
- Responsibility for building and maintaining positive relationships with internal and external stakeholders.
- Demonstrate a strong customer service focus and quality communication and output in all interactions with key stakeholders and external contacts

2. Office Management

- Manage office supplies, equipment, and facilities.
- Coordinate maintenance and repairs as needed.
- Ensure the cleanliness and organization of the office environment.

3. Document Management

- Maintain and organise electronic and physical filing systems.
- Manage document storage, retrieval, and archiving.
- Ensure compliance with document retention policies and procedures.

4. Meeting Coordination

- Schedule meetings, appointments, and conference calls.
- Arrange meeting rooms, equipment, and catering as required.
- Prepare meeting agendas, materials, and minutes.



5. Data entry and Reporting

- Enter data into databases, spreadsheets, and other software systems.
- Generate reports, charts, and graphs from data as requested.
- Maintain accuracy and integrity of data records.
- Provide general administrative support to department heads, managers, and staff members as needed.
- Assist with special projects, presentations, and research tasks.

Minimum Qualifications

- National Certificate (NQF Level 4) / Grade 12.
- Relevant Diploma or Degree will be advantageous.

Minimum Experience and Competency Requirements

Experience

- Minimum of one (1) to two (2) years' experience in an administrative role.
- Demonstrated ability to achieve sales targets and objectives.
- Thorough understanding of industry practices and trends.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Excellent organisational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to multitask, prioritise tasks, and meet deadlines in a fast-paced environment.
- Discretion and confidentiality in handling sensitive information.
- Proactive attitude and willingness to take on new challenges.

Should you have the necessary skill set, attach a brief CV to: vacancyapplications@bmgworld.net -
REF: Administrator - M5655

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application.

Closing date for applications - 31 July 2026.

If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.