



# Wits Commercial Enterprise (Pty) Ltd

(Registration No: 2002/008461/07)  
University of the Witwatersrand, Johannesburg  
3<sup>rd</sup> Floor, PDH, Gate 6, 92 Empire Road, Braamfontein, 2001  
PO Box 514, Wits, 2050  
South Africa

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<b>Position Title</b>	<b>Research Support Administrator</b>
<b>Organisation</b>	<b>Wits Commercial Enterprise (Pty) Ltd (“Enterprise Enterprise”); a wholly owned subsidiary of the University of the Witwatersrand, Johannesburg</b>
<b>Reporting to</b>	<b>Operations Manager: Research Support and Consulting Unit</b>

## Purpose/Description of Job

To assist the Research Support and Consulting team by providing administrative and other support to the unit. Responsibilities will include processing of documentation to enable payment of service providers, maintaining full and accurate records of legal and financial documents in the unit’s systems, and a range of other administrative tasks.

## Activities and Responsibilities

- Support unit with all administrative work associated with receiving and preparing purchase orders and payment requests for research and consulting projects.
- Developing and maintaining an electronic filing system for all project documentation.
- Collating all required information to load new suppliers, contractors, etc.
- Supporting Business Development Managers with proposal and tender submission processes such as completion of vendor documents and collating supporting documentation.
- Supporting the team’s marketing efforts e.g. distribution, collating RSVP’s, quotations, etc.
- Organise travel and accommodation for Unit and other external contacts.
- Assists in planning and arranging events, including venue hire, catering, etc.
- Arrange meetings by scheduling appropriate meeting requests, booking rooms, and planning refreshments.
- Other administrative and related support as required by team members and Director.

## Minimum requirements

- Grade 12 or equivalent.
- A tertiary qualification (NQF level 6 or higher) in administration or equivalent.
- Three (3) years’ work experience, including one (1 year) in administration, as well as other experience relevant to the role.
- Proven attention to detail, and ability to multi-task in a dynamic environment.
- Strong oral and written communication skills.
- Proactive attitude towards team work.
- Excellent knowledge of MS Office especially MS Word and MS Excel.

Desirable experience and qualifications

5 years work experience of which at least 3 years is in administration.

Experience in financial administration, preferably using an enterprise resource planning system e.g. Oracle/similar.

To apply please submit a covering letter clearly outlining your skills and experience, indicating the post you are applying for, together with a CV and the names and contact details of at least three (3) references to: The CEO, Wits Enterprise, P.O. Box 514, Wits, 2050 or by email to [recruitment.witsenterprise@wits.ac.za](mailto:recruitment.witsenterprise@wits.ac.za)

Closing date: Monday 4 December 2017 (close of business)

Wits Enterprise pursues the principles of employment equity and reserves the right not to make an appointment.