

Training Administrator (1-year contract position)

COMMON GOOD / The Zankhanyo Network

ABOUT OUR ORGANISATION

Common Good was founded by Common Ground Church in 2005. We've since impacted thousands of lives for the better through our early life, education and employment initiatives. Common Good inspires and equips Common Ground Church congregants to live out social justice in their everyday lives.

JOB OVERVIEW

The Training Administrator is primarily responsible for ensuring that TZN trainee and training related data is managed efficiently and accurately and provides administrative support needed to Job Readiness training courses happening across all sites, including access points.

KEY RESPONSIBILITIES

Intake and Registration

- Oversee all intake activities across training locations, ensuring that it occurs timeously and efficiently in order to support training events and ensure classes are full
- Develop and implement special procedures for this when necessary

Trainee tracking and communication

- Weekly capture into Salesforce of all trainee information, from initial registration to daily attendance and completion of Job Readiness course
- Trainee communication ensuring that TZN communicates as effectively and efficiently as possible with trainees

Reporting

- Provide internal reports on all client stats relating to Job Readiness training courses

including monthly and weekly reporting of attendance and comparison to actual targets

- Provide detailed monthly reports on training stats

Course fee collection and General admin support

MINIMUM REQUIREMENTS

QUALIFICATIONS:

- Matric
- Administration or relevant qualification
- Driver's license
- 2-3 years administrative experience

PREFERRED REQUIREMENTS

SKILLS:

- An authentic and growing relationship with Jesus Christ
- Strong communication skills at all levels, both verbal and written
- Willingness to ask, learn, innovate and take initiative
- Ability to encourage students and graduates alike
- People-orientated and caring
- Self-motivated
- Time management
- Prioritize deadlines
- Ability to multi-task efficiently and think on your feet
- Willingness to go the extra mile
- Dependable and reliable
- Able to maintain confidentiality where required
- Strong attention to detail

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to Coleen Adams (coleen.adams@commongood.org.za) by **Monday, 4 December 2017**. Full job description available on request.