

Training Assistant **1-year contract position** (30-hour a week)

COMMON GOOD / The Zanokhanyo 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 Assistant plays a key support role in ensuring the smooth running of off-site training events. This role is located where the training load is deemed to be demanding enough to warrant the extra administrative support for the Trainers.

KEY RESPONSIBILITIES

Reception and general administration

- Ensure the front desk/reception area is well managed and presentable and that the relevant information is easily accessible to the TZN team
- Ensure a warm welcome and friendly greeting to all phone callers and visitors to the venue and be able to respond to initial enquiries

Intake and registration

- Carry out regular intake and registration processes needed for the training events scheduled at the site/access point, making use of the materials and processes created by the Training Administrator
- Ensure all registration forms are captured promptly and correctly, and student contacts created in Salesforce and linked to the appropriate classes

Training support

- Support the Training Administrator with regular communication with prospective and incomplete trainees
- Working with the Senior Trainer and Training Coordinator ensure that all supplies needed for the training activities are accessible and available on time

MINIMUM REQUIREMENTS

QUALIFICATIONS:

- Matric
- Administration or relevant qualification
- 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.