



**SUB-SAHARAN AFRICA**

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**JOB DESCRIPTION**

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## SUB-SAHARAN AFRICA

### ROLE DESCRIPTION AND SPECIFICATION

**POSITION** : **OFFICE ADMINISTRATOR**  
**REPORTS TO** : **MANAGING DIRECTOR – South Africa**

#### **PURPOSE**

To effectively assist with managing logistical, procurement, and administrative functions supporting the efficient operation of GVSSA and reporting directly to the Managing Director.

#### **ROLES AND RESPONSIBILITIES**

##### **1. Health and Safety**

- Ensure required health and safety regulations in place on client mine sites are readily available to visitors and other third parties when required
- Implement health and safety initiatives if or when required to ensure that Guardvant employees and contractors understand clearly the rules and regulations that exist on the client mine sites
- Ensure that employees have access to appropriate personal protective equipment (PPE) as and/or when required
- Seek to identify and implement initiatives to improve personnel health and safety given that travel is often required to isolated locations in a variety of environments

##### **2. Personnel**

- Schedule personnel to ensure that contracted levels of employees are in place on sites
- Assist in the development and maintenance of a positive working environment

##### **3. Logistics & Procurement**

- Timely and cost-effective movement of Guardvant products overseas and to client sites
- Maintain defined spares inventories
- Work directly with GVI to address and deliver on Purchase Orders from client sites
- Schedule personnel (local or from GVI) to fulfil technical related orders



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- Develop and maintain relationships at all levels on mine sites
- Continuously evaluate and improve on the quality of customer support
- Ensure that clients understand communications channels clearly

### **4. Administrative**

- Maintain close relationship with back-office service providers
- Manage office lease and other office related services
- Manage outside services including vehicles leases
- Issuing quotations
- Issuing invoices
- Facilitate travel related requests including lodging, transport
- Assist the MD in the preparation of annual budgets and monthly forecasts of costs and revenue
- Identify and implement initiatives to reduce costs
- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings, conferences, travel arrangements
- Implement and maintain office systems
- Maintain schedules and calendars
- Arrange and confirm appointments
- Organize internal and external events
- Handle incoming mail and other material
- Set up and maintain filing systems and supporting other administration
- Set up work procedures and maintaining them
- Collate and capture information for all Business requirements
- Maintain databases, reconciliations and others
- Communicate effectively both verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts
- Coordinate the flow of information both internally and externally
- Manage office supplies (stock levels and purchases)



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### **5. Sales and Marketing**

- Participate in regional mining shows as and when appropriate
- Build and maintain relationships with key industry decision makers

### **6. General**

- Ensure that the highest levels of client account management are provided
- Raise the profile of the Guardvant brand and reputation
- Represent an aspirational role model to staff and personnel within the Region in terms of personal attitude, management style, and safety leadership
- Continuously seek to further personal and departmental knowledge, in order to improve techniques, productivity and enhance both the refinement of existing solutions, and the identification of new and relevant safety related technologies.