



Registered Trade Union Reg No. LR 2/6/2/1499
Affiliated to Fedusa and a member of IndustriAll.



Head Office:

PO Box 565, Florida, 1710, South Africa.
231 Panorama Drive, Constantia Kloof, 1709, South Africa.
www.uasa.org.za | pr@uasa.org.za
Tel: 011 472 3600 | Fax: 011 674 4057 | UASA Call Center: 086 100 8272

01 July 2025

UASA REQUIRES THE SERVICES OF AN ETHICAL, HIGHLY MOTIVATED PROFESSIONAL INDIVIDUAL AS A OPERATIONAL ASSISTANT SITUATED IN CARLETONVILLE

KEY PERFORMANCE AREAS

- General office administration duties, including but not limited to filing, ordering of stationery, printing, scanning, etc;
- Keeping an inventory of office supplies and ordering new materials as needed;
- Welcoming members/visitors to the office;
- Answering phone calls;
- Taking and delivering messages;
- Ensuring the office runs smoothly;
- Scheduling meetings and sending meeting invites to attendees;
- Submit weekly reports on members recruited by team members;
- Assisting Operational team members with arrangements of meetings, reports on membership, pending members and last pays;
- Submit application forms and dispute referral forms to Companies;
- Assisting with the recruitment of Members.

REQUIREMENTS

- High school certificate (NQF 4) or equivalent;
- Sound administration and record keeping skills;
- Working experience on Microsoft Office, including Outlook, Excel, Power Point and Word;
- Good communication skills with a strong focus on exceptional customer/member service and etiquette.

SKILLS

- Effective communication;
- UASA's official communication language is English. The ability to communicate in any of the other official languages would be an advantage;
- Fully computer literate;
- Creative thinker;
- Good organising skills;
- Good time management.

QUALITIES

- Integrity;
- Ethical;
- Reliable;
- Tactful;
- Assertive;
- Honest;
- Passionate;
- Team player.

Job grading/salary band will be based on Patterson A.

A 3 (three) month probationary period will apply.

The following documents must accompany the application:

1. Application letter, stating the position for which you apply;
2. A detailed CV;
3. Certified copies of your identity document and driver's license;
4. Letter of reference or service record.

By submitting an application for employment, the Job Applicant irrevocably, unconditionally and voluntarily consents, but not limited to the employment processes, to the collection and processing of personal information in relation to discharging the obligations and functions in the filling of the vacancy.

UASA -The Union is an equal opportunity employer subject to the provisions of the Employment Equity Act.

Please note that if you have not heard from us within 2 (two) weeks after the closing date, your application has been unsuccessful.

Interested persons should forward their application to Mrs. Theresa Roux, Chief Administrator Payroll & HR by e-mail cv@uasa.org.za on or before the closing date.

CLOSING DATE FOR APPLICATIONS FRIDAY, 11 JULY 2025 ON OR BEFORE 16H00