

Admin Assistant - SETA and Learner Registrations


We are looking for a detail-oriented and results-driven Admin Assistant with experience in SETA registrations and a background in the training environment. The ideal candidate will be able to work well under pressure, take direction, and maintain accurate records. This is an excellent opportunity for an administrative professional to join a dynamic team and contribute to the success of our organization.

Requirements

- 2-3 years of administrative experience, preferably in a training or education environment.
- Proven experience with SETA registrations and learner management.
- Strong knowledge of administrative procedures, record-keeping, and data management.
- Excellent communication, organizational, and time management skills.
- Ability to work well under pressure, prioritize tasks, and meet deadlines.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and basic computer skills.
- Strong attention to detail and accuracy.

Roles and Responsibilities

- Provide administrative support for SETA and learner registrations, including data capturing, documentation, and record-keeping.
- Ensure accurate and timely submission of registration documents to SETA and other relevant authorities.
- Maintain up-to-date knowledge of SETA regulations, policies, and procedures.

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- Assist with learner database management, including data updates, queries, and reporting.
 - Coordinate with internal stakeholders, including the training team, to ensure smooth operations.
 - Perform administrative tasks, such as answering phone calls, responding to emails, and preparing correspondence.
 - Maintain a high level of confidentiality and handle sensitive information with discretion.

Desirable:

- Previous experience in a similar role within the training or education sector.
- Knowledge of South African labour laws and regulations.
- Experience with learner management systems (LMS) and education management systems.

How to Apply

Short-listed applicants may be requested to participate in the relevant assessments and competency-based interviews to assess the best fit for the position. Valid and relevant documentation will be requested.

Send your CV to hr@speccon.co.za If you are not contacted within two weeks, please consider your application unsuccessful.