

Immediate Vacancy:  
Salesian Institute Youth Projects  
Location: Cape Town, South Africa



## Administration Assistant

### Background:

The Salesians of Don Bosco were founded in Italy in 1859 and in 1896 first came to Cape Town. In 1910 the first center to care for youth at risk was founded. Serving the needs of the most vulnerable marginalized youth to bring about lasting change in their lives has been the focus of the Salesian Institute Youth projects (SIYP) since then.

As an organization, we are dedicated to serving the needs of vulnerable youth. We focus on building their life skills and capacity through a broad range of customized programs and support them in the employment process. For more information please visit [www.salesianyouth.org.za](http://www.salesianyouth.org.za).

We are looking to recruit an enthusiastic, well skilled administrative assistant. Administrative support will be offered to three senior staff members. The candidate must therefore function well under pressure. Strong computer literacy skills as well as knowledge of accounting administration is essential.

### Responsibilities include:

- Answering and diverting calls on the switchboard
- Receive and relay messages accurately and timeously
- Administer petty cash
- Filing
- Administer venue bookings
- Administer vehicle bookings
- Purchase ordered stationery within the budgets
- Administer the staff leave schedule
- Process staff registers for payroll
- General office support
- Process and maintain debtors and creditors
- Preparation of year end audit file
- Manage all income received
- Maintain the shared folders for the finance team
- Going to the bank
- Collecting mail
- Data capturing

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### Skills Required:

- Valid Matric Certificate
- Valid code 8 driver's license
- Exceptional written and oral English communication skills
- Proven ability to work under pressure, open-mindedness, and demonstrated track record as a team player and leader.
- Computer literate with experience in Microsoft Office
- Basic understanding of book keeping and accounting
- Must have a strong understanding of the workings of an Accounts Office
- Must be meticulous in all tasks

### Interested candidates:

Please submit your CV, motivation letter and certificates of competency to Denise Orgill at [Denise.Orgill@salesianyouth.org.za](mailto:Denise.Orgill@salesianyouth.org.za)