



Master Builders South Africa (MBSA), a leading Federation in the Construction Industry is seeking to employ an **Administration Manager**. This position is based in Midrand, Johannesburg. The incumbent will be required to provide efficient and effective operational and administrative support to the MBSA Executive Director, Board, and its committees.

1. OVERVIEW OF THE JOB

➤ **Board and Committees**

- Co-ordinate the meetings of the Board.
- Assist the Executive Director in compiling Board and Committee agendas and reports and ensure that meeting packs are received in time.
- Ensure that the Minutes of the Board and Committees meetings and meetings are properly recorded, signed after approval, and filed accordingly.
- Assist the Executive Director to Co-ordinate and manage the process of annual Board Election in terms of MBSA Constitution.
- Assist the Executive Director to Co-ordinate an Annual Strategic Planning Sessions as directed by the Executive Director.
- Co-ordinate and assist the Executive Director in the preparation of the Annual General Meeting (AGM) of MBSA and the drafting of the Annual report.
- Ensure electronic records of meetings are saved on correct computer drive and available whenever needed.
- Ensure Attendance Registers for all meetings are signed by attendees, ensuring compliance in terms of accurate records of attendance.
- Manage the logistical arrangements of traveling for Board members.
- Update Resolutions Database and Register.

➤ **MBSA Annual Congress**

- Assist the Executive Director with planning of MBSA Annual Congress.
- Prepare Congress budget for consideration by the Executive Director and the Congress Committee.
- Research possible MBSA Congress venues and venders that fit within budget.
- Liaise with the Congress Committee Chair in relation to Congress preparation.
- Provide support to the Congress Committee.
- Safe keeping of all Congress documentation.
- Keep data of all current and potential Congress sponsors.
- Ensure that all monies owed by and to MBSA in relation to the Congress are timely paid.

- Perform any other Congress related responsibility as may be requested from time to time.

➤ **Ad-HOC Responsibilities**

- Perform any other related lawful duties that may be required by the Executive Director from time to time.

2. MINIMUM REQUIREMENTS:

- Diploma in Office Administration or any equivalent qualification
- 5 years' experience as a Board Secretary, Operations Manager and experience dealing with senior managers and Board Members.
- Understanding and experience gained within the construction sector shall be an added advantage.

3. SKILLS AND COMPETENCIES:

- Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Salary Package: R450,000(CTC) to R550,000(CTC) per annum, based on experience.

Applicants are requested to forward their C.V's to recruitment@masterbuilders.co.za. Please call 031 831 3201 for further information.

MBSA is committed to employment equity and transformation and encourages applications from designated groups.

Closing Date: 14 May 2024

Should you not hear from MBSA within 3 months of the closing date hereof, please consider your application as unsuccessful.
