

Food & Beverage Administrator (Ref: 46/2019)

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit and retain talented, qualified and enthusiastic leaders, who are team players, able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment.

The main purpose: To facilitate and support the recording, updating, circulation and maintenance of information to ensure compliance with the legal requirements of the temporary staff contracts provided by the Labour Broker suppliers. To render support to the Food and Beverage Team by co-ordinating and controlling the administrative functions and implementation of processes, aligning procedures, systems and controls. Assist with reporting and circulating of information.

Reporting to the: Food & Beverage Controller

Qualifications:

- Grade 12 /Matric certificate or equivalent
- Certificate in Office Administration or other hospitality diploma (NQF Level 5)
- Excellent understanding of key computer programs i.e. Microsoft office (Excel, Word, and PowerPoint etc.)
- Exposure to EBMS or any other property management software will be advantageous.
- Understand basic accounting principles regarding purchase orders and invoicing

Experience:

- Must have minimum 1 years' experience in office administration
- Minimum have 1 years administrative experience with data capturing and analysis within a corporate environment
- Demonstrate ability to work under pressure
- Display self-discipline
- Sound interpersonal skills
- Sound communication skills
- Proven report writing skills



Key responsibilities:**Reconciling requisitions, rosters, timesheets and invoices**

- Check that all requisitions are completed in full
- Check the roster from the Labour broker supplier to ensure that the number of temporary staff requested corresponds to the requisition
- Check the authorised timesheet handed by supervisors to the labour broker supplier for invoicing
- Check the invoice submitted by the labour broker ensuring that the timesheet summary is submitted together with the invoice
- Perform a calculation on the submitted invoices verifying all the information
- Submit the invoice to the responsible manager or head of department (HOD) for checking and signature
- Capture signed invoices on EBMS system and inform responsible manager or head of department (HOD) to approve on the EBMS system before submitting the invoices and supporting documents to Finance

Administration

- Prepare weekly , monthly and quarterly reports
- Prepare staff cost reports for each department
- Ensure correct rate schedule is used for all positions and ensure the schedule is updated after annual salary review and increase
- Prepare weekly and monthly staff costs vs. revenue schedule
- Compile other reports relating to the department
- Ensure that all labour broker invoices are captured in EBMS and requisitions are raised for approval by departmental managers
- Ensuring that all quarterly service level agreements (SLA) review documents are on record and filed for all labour broker service providers
- Ensure proper filing of pertinent documents according to ISO processes and standards
- Prepare and take minutes during the weekly meetings with the labour broker suppliers
- Provide administrative assistance and other related administrative duties as assigned.

Skills and attributes:

- Good communication skills both verbal and written
- Excellent inter-personal skills with a vibrant personality
- Accurate, with a due attention to detail
- Excellent computer skills with proficiency in Excel and Word
- Analytical
- Ability to work under extreme pressure and deadline driven
- Able to work as a team member
- Proactive and goal driven

Kindly submit confidential applications to the Human Resources department **before the 20 June 2019 at 17h00** via email, to recruitment@cticc.co.za



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The CTICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI's).

For more information on the Cape Town International Convention Centre please visit: www.cticc.co.za

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