

INTERNAL ADVERTISEMENT

DATE: 30 October 2023
POSITION: Branch Administrator
REPORTS TO: Sub-Depot Manager
LOCATION: Polokwane

Purpose of the Position:

- **To perform** administration duties regarding the rental process to maximize revenue by serving and supporting customers.
- **To coordinate** technical work to ensure machine uptime, and availability and to coordinate with logistics to deliver and collect rental equipment efficiently.
- **To ensure** accurate and timely delivery of customer invoices and statements.

Qualifications:

- Grade 12
- Diploma in Office/admin Management

Experience:

- Preferred office administration experience in a rental environment.

Application closing date: **06 November 2023**

To Apply: Submit applications on or before the closing date to Sally Goeieman by

- Hand: Eazi Access Head Office, HR Department, Sally Goeieman, or
- Email: sallyg@eazi.co.za

Any enquiries regarding the position can be directed to Sally via email at sallyg@eazi.co.za, or on +27 87 086 4900

Should you not meet the essential qualifications and experience, kindly consider your application as unsuccessful.