



**OTHONGATHI**  
INVESTMENTS

**WE ARE**  
**HIRING**

# Office Administrator

## Job Responsibilities:

- Manage day-to-day office administration and operational support
- Maintain organised filing systems for physical and digital documents
- Handle incoming and outgoing correspondence and calls
- Coordinate calendars, meetings, and internal schedules
- Support basic finance administration, including invoices and records
- Ensure office systems, databases, and records remain accurate



**Send your CV & Cover Letter to:**

Email: [info@tginvest.co.za](mailto:info@tginvest.co.za)

**More Information:**  
[www.tginvest.co.za](http://www.tginvest.co.za)

## Desired skills:

- Strong organisational and administrative capability
- Excellent written and verbal communication skills
- Proficient in Microsoft Office, especially Word and Excel
- Ability to multitask and work independently

## Qualifications

- Degree/Diploma/Certificate in Administration or Business Administration
- Minimum 2 to 3 years' experience in an administrative role
- Strong computer literacy and office systems exposure

**Apply Now**