

# Administrator (x 3)

## Full time

Western Cape (1) Durban (1) Johannesburg (1)

St John – South Africa, an international non-profit organisation specialising in first aid, eye care, youth development and community health training, is seeking to employ an Administrator. The successful candidate will be responsible for capturing and uploading learner details to the SETA and QCTO LMI systems as well as to the St John LMIS.

### Key Performance Requirements:

- Knowledge of Health and Safety, First aid compliance requirements would be beneficial.
- The incumbent will spot check and evidence that instructors are including the Brigade Volunteer sign up clip as part of their introduction at every single class.
- Captures and maintains course bookings with all required information including demographic details of learners for First Aid, OHS and homecare courses on Unity on a daily basis.
- Ensures original signed registers are provided to the client should the client request this.
- Performs reception, office admin and other duties as required.

### Skills and Competencies:

- Fluency in English (Read, Write and Verbal Communication)
- Good Communication skills
- Strong teamwork and relationship with key stakeholders
- Highly flexible and ability to work in a demanding environment
- Problem solving capabilities
- Sales competencies

### Qualifications and Experience:

- Matric
- Minimum of 1 years' relevant experience.
- Computer Literacy in key MS systems and Unity
- Proficient in Word and Excel

All interested persons who meet the key requirements may submit applications.

All applicants must submit their CV and certified copies of formal qualifications to [careers@stjohn.org.za](mailto:careers@stjohn.org.za) no later than 29 August 2025.

No late applications will be entertained after the closing date.

If you are not contacted within 30 days

of your application, please consider your application unsuccessful.



**St John**

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