

## REIPP Office Manager/Administrative Specialist (Based in Cape Town)

Sector: All

Location: South Africa

Posted: 17/08/2021

Reference: MJ1712

### Description

Our client is a vertically integrated renewable energy company with a target presence across the entire value chain and has been developing projects based on renewable energy resources in Europe, Commonwealth of Independent States and Russia. The ongoing committed pipeline is 1.7 GW and has successfully completed construction & financing of 1.2 GW solar portfolio.

**Mandatory Requirements & Work experience:**  
Office Manager/Admin specialist with at least 2 years in a Construction, Energy (ideally Renewables/REIPP) or Oil & Gas firm in South Africa. Good knowledge of document management and travel support (booking of air and railway tickets and hotels).

**Required languages:**  
English, Russian (upper intermediate level) & Afrikaans (preferably)

**Working Schedule:**

From 9:00 to 18:00, overtime possible  
Additional compensations: Annual bonus, compensation for travel expenses

**Computer Skills:**  
Must be an Advanced User of programs including -  
- MS Word  
- MS Excel  
- MS Outlook

**Main functional responsibilities:**  
Incoming-outgoing phone calls, general reception, sending / receiving correspondence

Document management, work on requests (internal memos) of administrative and economic departments, work with primary accounting documentation

Provision of food/stationery/household goods to departments, coordination of work with the landlord/cleaning company  
Provision of air, railway tickets, hotels for business travelers (travel support)

Execution of orders of the head

Please send your Resume & Dedicated Motivational letter QUOTING THE REFERENCE NUMBER: MJ1712 to: [Macey.Johnson@shawenergyltd.com](mailto:Macey.Johnson@shawenergyltd.com)