

Applications are invited from suitably qualified persons to fill the following vacancies that have arisen at KIYK Training Academy

#### Post 1: Administrative Assistant

##### Key Duties

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Any other duties as per Job Description.

##### Requirements

- Diploma in office administration preferred.
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint and MS Word).
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

#### POST 2 Automotive Trainer.

- Facilitate instruction in the automotive technician program..
- Course emphasis will be on tasks as related to Service Fundamentals, Engine Repair and Performance, Brake Systems, Steering and Suspension Systems, Electrical and Electronic Systems, Chassis Systems, Climate Control Systems, Alternative Fuels Technology, Vehicle Computer Control Systems, Automatic and Manual Transmissions, and Vehicle Body Mechanical Systems..
- Manage classroom and shop/lab to ensure a productive and safe learning environment.
- Work to provide clear Automotive Technology pathways and subsequent partnerships with secondary education. Provide instruction and technical support to Corporate Training and Economic Development.
- Ability to operate and maintain a working Automotive shop environment, including but not limited to inventory, ordering/purchasing of supplies, tools and equipment along with the maintenance and service of required equipment.
- Work with team members to coordinate and guide students in their learning activities.

##### Requirements

- A Diesel/Motor Mechanics Qualification at Diploma level or equivalent
- Previous teaching experience in the Automotive field with adult learners is preferred.
- Ability to work non-standard hours including evening and weekend hours.
- Must hold a valid driver's license and be insurable under the local standard insurance policy terms.

### **POST 3: CLEANER**

#### **Responsibilities**

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Cooperate with the rest of the staff
- Follow all health and safety regulations

#### **Requirements**

- Proven working experience as a cleaner
- Integrity
- Ability to read and write and understand simple English.

### **POST 4: HR OFFICER**

#### **Responsibilities**

- Recruiting, training and developing staff
- Making sure that staff get paid correctly and on time
- Pensions and benefits administration
- Approving job descriptions and advertisements
- Looking after the health, safety and welfare of all employees
- Organising staff training sessions and activities
- Monitoring staff performance and attendance
- Advising line managers and other employees on employment law and the employer's own employment policies and procedures
- Ensuring candidates have the right to work at the organisation
- Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives

#### **Requirements.**

- A degree or higher national diploma (HND) in a relevant subject such as HR management or business
- A comprehensive knowledge of South African Labour laws required.
- Experience working as HR officer a distinct advantage..

### **POST 5: MARKETING OFFICER**

## Responsibilities

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
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- Conduct market research and analyze consumer rating reports/ questionnaires
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.)
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Prepare and deliver promotional presentations
- Compose and post online content on the company's website and social media accounts
- Write marketing literature (brochures, press releases etc) to augment the company's presence in the market
- Communicate directly with clients and encourage trusting relationships

## Requirements

- Proven experience as a marketing Officer
- Good understanding of office management and marketing principles
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach
- Good knowledge of market research techniques and databases
- Excellent knowledge of MS Office, marketing computer software and online applications (CRM tools, Online analytics, Google Adwords etc.)
- Exquisite communication and people skills
- Diploma in Marketing or equivalent; BSc in Marketing, Business or relevant field is a strong advantage