

# Temporary Administrator

**Location:** George  
**Reference:** #CAW005475/MU  
**Company:** [SydSen Recruit](#)

Our client in the FMCG industry is (urgently) seeking a **temporary administrator** to join their company in **George**.

***This position is to relieve the current administrator while on maternity leave, with a high chance of becoming permanent.***

**Trading Hours:**  
Mondays to Fridays - 07h00 - 16h30

## Essential requirements:

- Candidate must be unemployed / immediately available
- Excellent communication in Afrikaans and English
- Fast learning
- Computer literate
- Matric

## Responsibilities:

- Reception
- Filing
- Day-to-day admin
- Assist with general queries/tasks when needed

**Salary:**  
R8 500 basic

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