

JOB OVERVIEW	
JOB TITLE	Office Administrator
DATE LISTED	16 January 2023
CLOSING DATE	27 January 2023
POSITION DETAILS	
JOB PURPOSE	<p>We are looking for a self-starting, motivated person who has the experience to manage the association's National Office with knowledge of: administrative functions, membership relations and marketing. This position is responsible for maintaining and development of both professional and corporate membership, including participation in events and continuing education seminars as opportunities to build relationships that has a commercial business approach for current and identified commercial partners that matches the Association's mandate.</p> <p>Successful candidate will be innovative, interested in making suggestions to improve the task, and creative in packaging and promoting the Association to commercial partners.</p>
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate, manage and monitor the workings of various volunteer branch committee of the association and the head office functions. • Provide planning, execution, and oversight of meetings and events of the association, working closely with association's leadership, members, stakeholder groups, business development, and marketing teams. • Develop and oversee association event budgets. • Responsible for tracking association event-related expenses, preparation of reports, processing invoices and check requests, and maintaining proper documentation. • Manage vendor and contract negotiations special for the association's annual congress, conduct postmortems, and contribute to idea generation. • Manage the association's communication and marketing platforms, with the ability to contribute and attend relevant stakeholder engagement on behalf of the association. • Perform administrative functions of the association's Membership administrative process, and growth of the membership database. • Ensuring regular two-way communication between the Members and SAACI takes place on various platforms. • To oversee the function & maintenance of the association's databases, ensure accuracy for websites, digital platforms and co-ordinate and initiate all the new membership developments. • To develop relationships with the other industry associations and convention centers within Southern Africa. • Responsible for handling telephonic and electronic membership/industry enquiries. • Follow up with members/industry enquiries and offer to handle concerns where possible. • Complete all related administration protocols according to the SAACI SOP procedures stipulated in set manuals. • Responsible for administration, loading of payments of membership fees, handling complaints and enquiries related to SAACI and act as liaison with all membership related matters. • Development of proposals that may be converted into business partnership with identified commercial partners for the Association. • Coordinate, manage and monitor the commercial relationships that the association has. • Manage all relevant SAACI Board administrative duties. • Ensure the association's operating procedures are updated as and when required.
WORKING CONDITIONS	<p>Remote working initial with intent to be office based in Johannesburg. Weekly staff contact sessions based on the association's needs. Limited travel. Own transport essential Standard Working Time: 08h00 to 16h30 (flexibility on work time will be required as certain association activities may occur after normal working hours or weekends and are subject to business requirements)</p>
DIRECT REPORTS	To the Chief Executive Officer
QUALIFICATIONS and EXPERIENCE	
MINIMUM EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Work experience as an Administrator, Project Coordinator, Membership Officer, Marketing Officer, or similar role. • Three - five year's work experience, with a hospitality, tourism, or Business Events Industry knowledge an advantage. • Proficiency with Microsoft Office suite. • Marketing and communication skills • Strong Business writing skills (development and design) proposals. • Strong commercial relationship experience. • Working for non-profit or association management experience, with a key focus on marketing and membership relationship, fund raising, or similar.

	<ul style="list-style-type: none"> • Experience working in a small entrepreneurial non-profit, with minimal administrative support. • Working with commercial stakeholders will be an advantage.
PREFERRED EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Help develop and implement new membership engagement programs. • Help identify and cultivate new members and retain current members. • Develop creative and engaging membership marketing materials. • Development and implement new commercial engagement programs. • Develop, identify, and cultivate new external commercial partners for the association. • Develop creative marketing partnerships. • Track record of growing commercial programs. • Ability to thrive in a fast-paced growth-focused environment. • Experience in social-media marketing platforms. • Demonstrated experience managing two to three diverse projects simultaneously. • Proven numerical skills, as well as experience in project administration. • The ability to organise, plan and prioritise independently and efficiently. • Sound interpersonal skills and the ability to work in a team. • Task-orientated, with an innovative approach. • The ability to work independently. • Solid organization and time-management skills • Attention to detail.
MINIMUM EDUCATION REQUIREMENTS	NQF Level 6 in Marketing, Communication, Media, Business Development Hospitality, Tourism, and Business Events Industry knowledge will be an advantage.
Reply to	Applications to be emailed to ceo@saaci.org with the heading titled: Office Administrator -27 January 2023