



ARTS REVELATION



Arts Revelation is looking for an administrator.

The role will include providing a full range of office management duties including but not limited to:

- Day-to-day running of the office
- Provision of administrative support to the Directors
- Artist management
- Accounts management
- Production of reports
- Other adhoc duties as requested.

You will have the flexibility to implement new procedures and systems to improve the smooth running of the office.

This is an autonomous role and you need to be comfortable being independent and making decisions. This position will suit you if you have good interpersonal skills and office management experience. You need to be self-directed and have organisational and problem-solving skills.

Applicants must have:

- extensive experience with Microsoft Office Suite of products including advanced Microsoft Word and Excel skills
- experience using database management systems
- excellent interpersonal, oral and written communication skills
- a positive disposition.

Applications outlining qualifications and demonstrating how your experience and skills match the job requirements are due by 14 JULY 2017. Only successful candidates will be contacted for an interview where remuneration will be disclosed.

Please submit your resume and cover letter by email to:
S Dladla, artsrevelation@hotmail.com

For more information, call 084 568 6874 between 9am and 5pm Monday to Friday.
www.artsrevelation.com