

# BALWIN PROPERTIES

## CAREER OPPORTUNITY



### Balwin Foundation Assistant

#### QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric and Administration / Project Management Diploma / Degree
- 2 Years Working Experience
- Experience Type : Administration, project and event management
- Required: Good event planning and administration experience.  
Own vehicle and valid drivers licence

Position Type:	<b>Permanent</b>
Job Role:	<b>Foundation Assistant</b>
Location:	<b>Gauteng</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>

#### SKILLS REQUIREMENTS

- Strong administration, planning and organising skills.
- Event co-ordination and management of Balwin Sport and Balwin Foundation related events.
- Knowledge of social media and marketing.
- Grasp of basic accounting principles.

#### DUTIES AND RESPONSIBILITIES

- Administrative support to the Managing Director by fielding phone calls, managing daily/weekly schedule, emails, written correspondence and return calls.
- Complete monthly and annual reporting on programs as required.
- Assist with the collation, coordination and distribution of the Balwin Sport Calendar.
- Assist with event coordination and setup for all Balwin Sport and Foundation events, and ensure that all stakeholders, sponsors, staff, residents, media, general public and participants are informed accordingly.
- Assist with travel arrangements for all related Balwin Foundation activities. Assist with management of all products, branding and associated elements.
- Attend meetings with all stakeholders, sponsors, staff, residents and media relating to Balwin Sport activities.
- Assist with coordination of sponsorship proposals ensuring that the Balwin brand is well presented and looked after appropriately across all platforms.
- Assist with producing accurate minutes from meetings and ensuring delegation and execution of tasks.
- Review and process invoices for payments related to the Balwin Sport and Foundation budget. Reconcile department credit card statements monthly.
- Assist with all social media and marketing related requirements for events for Balwin Foundation and Sport.
- Preparation of Board packs and agenda.
- Ensuring that donation certificates are issued to donors.
- Dealing with all training preparation.
- Assisting and organizing career days and dealing with respective institutions.
- Assisting with arrangement of various charity events and initiatives.
- Dealing with Bursary Learners and other Learners.
- Support and assist with any other administration duties and requirements for Director.
- Doing research on various market statistics in order to improve on what is being done by the Foundation and Sport.

#### SKILLS AND TRAITS

- Outstanding communication skills (written and verbal)
- Good people skills
- Well presented
- High sense of urgency
- Reliable and dependable
- Ability to work under pressure
- High attention to detail
- Highly structured and orderly in work processes
- Problem solving
- Self-disciplined
- Creative
- Compassionate and caring

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

