

SAINT GILES

NON-PROFIT ORGANISATION FOR PEOPLE WITH DISABILITIES



Administrative Assistant

Location: Durban (Prince Street)

We are looking for a capable, organised and proactive Administrative Assistant to provide day-to-day administrative and office support across the organisation.

About Us

Saint Giles is a purpose-driven non-profit organisation creating meaningful work and services for persons with disabilities. Operating from sites in Durban and Pinetown, we are committed to making a practical difference through offering inclusive, purposeful work opportunities.

The Role

The Administrative Assistant provides essential administrative, coordination and recordkeeping support to help ensure the smooth running of Saint Giles operations.

The role is responsible for providing general administrative and coordination support across the organisation, with duties spanning document management, procurement, general correspondence, office support, cross-department communication.

From time to time, the role may also assist with local deliveries, collections and staff transport.

What We Offer

- A broad and varied role with learning and development opportunities
- The opportunity to contribute to meaningful community impact
- NGO-aligned, market-related remuneration, including a guaranteed annual 13th cheque

SAINT GILES ORGANISATION FOR PEOPLE WITH DISABILITIES (RF) NPC T/A SAINT GILES
Directors: C.D.C.S. Dos Santos, K.C. Kyd, G.S. McDonald, S Reddy (Managing)

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Key Responsibilities

Office & Administrative Support (core focus)

- Provide general administrative support including filing, data capture, document control and recordkeeping
- Draft routine correspondence, compile meeting minutes and maintain accurate electronic and hard-copy records
- Assist with preparation of board and management meeting documentation and packs
- Coordinate meeting schedules, room bookings and visitor records
- Coordinate the procurement of stationery, office supplies, hygiene items and refreshments within approved budgets
- Maintain effective control of consumables, including stock checks, accurate recordkeeping and timely replenishment
- Maintain registers, databases, supplier records and compliance-related documentation
- Support internal event logistics

Finance & HR Administration Support

- Assist with procurement requisitions, invoice tracking and supporting payment documentation
- Provide administrative support during audits and donor reporting processes, where required
- Support payroll administration processes where required

Travel, Facilities & General Coordination

- Assist with travel bookings, transport arrangements and expense claim administration
- Coordinate service provider requests such as maintenance, repairs and servicing
- Track follow-ups with vendors and report facility or safety issues for action
- Carry out local collections, deliveries and bank-related errands as required

Digital & Communication Support

- Support internal and external communications, including email distribution lists and shared information updates



- Maintain digital filing systems and support good document management practices
- Help ensure timely communication and follow-up across departments

Minimum Requirements

- Diploma or Degree in Office Administration, Business Administration or a related field
- 4-5 years relevant experience in office or administrative support, including Procurement, invoice processing and tracking, stock reconciling
- Good working knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint
- Valid South African driver's licence (Code B / 8) with a clean driving record

Advantageous

- Experience supporting HR, finance, procurement or payroll administration
- Experience in an NPO, NGO or SME environment
- PDP, or willingness to obtain one should transport responsibilities increase
- First Aid or Health and Safety training
- Experience in basic bookkeeping administration
- Experience using CRM, ERP or document management systems
- Awareness of data privacy and information security good practice

Competencies

- Strong attention to detail and accuracy
- Good planning and organising ability
- Sound judgement, integrity and discretion
- Strong written and verbal communication skills
- Ability to work collaboratively across departments
- A proactive, reliable and self-driven approach
- Professional composure and the ability to remain calm under pressure
- Adaptability and willingness to assist where needed



How to Apply

Email your CV to ***recruitment@saintgiles.org.za*** with the subject line: ***Administrative Assistant - Your Name***

Closing date: 7 April 2026

Only shortlisted candidates will be contacted.

Equity & Inclusion

Saint Giles is an equal opportunity employer. Persons with disabilities are encouraged to apply.

POPIA

By applying, you consent to the processing of your personal information for recruitment purposes in line with POPIA. Data will be securely stored and only used for this vacancy.

