

# Programs Administrator

<b>Remuneration:</b>	negotiable basic salary
<b>Location:</b>	Cape Town, Mowbray
<b>Education level:</b>	Degree
<b>Job level:</b>	Junior
<b>Own transport required:</b>	Yes
<b>Travel requirement:</b>	Often
<b>Type:</b>	Permanent
<b>Reference:</b>	#ProgramsAdminPPA
<b>Company:</b>	<a href="#">Pedal Power Association</a>

Are you a go getter who can multitask in a fast-paced environment?

We are looking for a programs administrator who will work across several of our brand pillars with a focus particularly on our Events portfolio and our Stay Wider of the Rider “safe cycling projects”. We are looking for an individual who will fit well into our team both culturally and functionally. The person will need to function well under pressure and will need to be a good juggler as many balls are always in the air. Good communication, organisational, project and numeracy skills will help towards delivering the work we do all over the country and has proven over time to be very rewarding and impactful. Our staff have always remained very loyal so these seats on our bus don’t often become available.

Please note the position will require after-hours work, including some weekends. You must also be prepared to travel to other provinces. The right candidate must also have a valid driver’s license.

## Some of the responsibilities required (but not limited to):

- Assist with booking, confirming, and continuous liaising with suppliers on behalf of our events team.
- Book, confirm, brief third party / contract staff,
- Process payments on behalf of the events team.
- All round communication engagement with all stakeholders
- All administration for events.
- Monitor and manage stock levels and purchase consumables if required prior to each event.
- Assist with quotations from numerous potential suppliers.
- Assist with brand marketing around all events including promotional items etc Source and manage merchandise and promotional items required.
- Assist with brand / promotional activations and expos across South Africa
- Help drive innovation on some of our brand platforms
- Liaise with all service providers and stakeholders.
- Help to grow our brand assets across our various target segments.
- Assist with online merchandise store.
- Have a general understanding of the owned, earned and bought media landscape (including legacy and digital media).

## Requirements:

- A matric certificate is a prerequisite.

- A degree or diploma related to the position advertised or experience related to the position advertised.
- Fully computer literate (MS Word, Excel, Powerpoint and Outlook)
- Knowledge and experience of project/program management
- Good level IQ and EQ required.
- Good administration skills
- Excellent planning and organising skills
- Problem-solving and analysis
- Time management skills
- Resilient with a good level of stress tolerance
- Highly client-focused with good interpersonal skills

The salary is pegged at similar market-related positions. Will be discussed at interview stage.

#### **How to apply:**

If you tick the boxes, we would like you to send your CV to [liz@pedalpower.org.za](mailto:liz@pedalpower.org.za)

If you are not contacted within 2 weeks of your application, please accept that your application was unsuccessful.

## **Company Description**

The Pedal Power Association, is a NPO founded in 1976. It is a national member-based cycling organisation and our office is in Cape Town. Our mission is to advocate for better and safer road conditions whilst promoting cycling as a means of transport. We also host many sports / recreational events across the country to promote cycling and to stay healthy.

Posted on 13 Mar 09:57, Closing date 12 May

#### **Apply by email**

Liz Heydra  
[liz@pedalpower.org.za](mailto:liz@pedalpower.org.za)

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