



TSOGO SUN CASINOS . HOTELS

ENTERTAIN. IT'S WHAT WE DO.

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP.
ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING
TOLL-FREE HELPLINE 0800 006 008.

A27: ADMINISTRATOR & PROJECT COORDINATOR (12 month FTC)

(Head Office)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

Our successful Administrators & Project Coordinators...

- fulfil **administrative tasks and responsibilities** efficiently and accurately
- liaise with **travel service providers** and complete **travel related documentation**
- produce and distribute all **documentation** related to **business driven development** including presentations, minutes and reports
- co-ordinate all aspects of **meetings**
- achieve deadlines through careful **planning** and **risk management**
- take autonomous **decisions** with confidence and careful adherence to regulation
- **manage problems** appropriately so that interruption is kept to a minimum
- work as part of a team or individually to deliver high **quality standards** consistently and accurately

If you have these **qualifications**, join our team: Matric (NQF4); Project Management certificate; strong verbal and written communication skills; good computer literacy (MS Office); a minimum of three years in an administrative and project administration position.

CLOSING DATE: 22 April 2025

To apply, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

For info or to apply, GamingRecruitment@tsogosun.com

Only successful applicants will be contacted

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