

The following positions are available at eGoliBIO:

CVs should reach HR by the close of business on the 23th January 2012.

Fax	086 513 0874
e-mail	info@egolibio.co.za
Phone	012 844 2086/ 2205
Contact Person	Lorraine Masiela

Closing Date: 23th January 2012

Please see below for specifics regarding the various positions:

Project Officer

Qualifications

- Post Graduate Degree / Diploma or NQF level 6 - 8 in Biotechnology or related field;
- 2 years project management experience

Key Performance Areas

- Submission of all necessary reports, documents etc within area of control as is relevant to the project
- Client liaison management including management of the client portfolio as well as identification of add-on sale opportunities
- Develop, prepare and submit project plans and execute on project initiatives as is relevant to the client
- Manage all projects within client portfolio
- Conducting relevant research as is relevant to EgoliBio

Competencies

- Communication (level 3)
- Teamwork (level 3)
- Planning and organizing (level 3)
- Problem Solving (level 3)
- Quality (level 3)
- Results Orientation (level 3)
- Customer Focus (level 3)
- Building Relationships (level 3)
- Consultative Selling (level 2)

Administration Assistant

Qualifications

- Matric or equivalent
- 2 – 3 years administration experience

Key Performance Areas

- Manage the switchboard
- Manage staff and client movement in and out of the building
- Ensuring that all housekeeping activities are managed appropriately
- Assisting with all administrative functions e.g. stationery, filing etc
- Assistance with the management of the administrative system e.g. petty cash etc.

Competencies

- Communication (level2)
- Planning and Organizing (level 2)
- Problem solving (level 2)
- Results Orientation (level 2)
- Personal Drive (level 3)
- Business Ethics (level 3)
- Professionalism (level 2)
- Attention to detail (level 2)