



OFFICE ADMINISTRATOR

PIC Specialists ("PIC") is an established and distinguished Professional Aerospace Program Management and Engineering Service Organization located in Dallas, Texas, USA. The PIC brand is about seamless integration, serving a wide range of aerospace entities - from Major airlines and operators to MROs and small-to-midsize OEMs - PIC represents a unique blend of innovative problem-solving and actionable resources.

As part of our organization's strategic growth plan, PIC is setting up a Program and Engineering Support Office to be in Pretoria, South Africa. Since this Satellite Office will form a key element in the service solutions PIC offers its customers, it is detrimental that we employ individuals who bring specific skill sets to join this new team.

We seek an experienced, motivated, and enthusiastic Office Administrator to join our rapidly growing team on site in our South Africa Satellite location. Beyond collaborating with employees, greeting visitors, answering phone calls, emails and schedule meetings the Office Administrator will report to the HR Manager and help shape the way we run our office by supporting and implementing HR functions, working with our company software management system driving employee engagement, assisting with the company's Social Media platforms and events.

Working both collaboratively and independently, the Office Administrator enables the company to function well and facilitates efficient and effective communication that ensures department workflow across multiple office sites. This person will be responsible for overseeing daily office operations and supporting the administrative needs of leadership team members.

Responsibilities:

- Support general office operations to secure efficiency and compliance with company policies.
- Maintain important levels of confidentiality and security.
- Perform clerical tasks such as digital filing, typing, data entry, and document management.
- Operates and maintains office equipment, including printers and copiers.
- Presents a positive and professional image for the organization.
- Provide front desk reception coverage including greeting visitors, handling, and routing phone calls emails, collecting, and distributing all courier items.
- Prioritizes and schedules management-level employee time and availability for efficient use of time.
- Tracks and maintains designated conference room schedules for availability and efficient use of resources.
- Coordinate coordination for executive level internal and external events including room setup and catering.
- Partner with HR and assist with functions such as administering company policies, new hire paperwork, pre-employment, onboarding, orientation, timekeeping system set-up and compliance.
- Communicate effectively with team members and external stakeholders.
- Perform any other duties as assigned by Managers.



Required Qualifications:

- Bachelor's Degree or equivalent in related discipline or equivalent experience in related field.
- 5+ years' experience in providing Office Administrator support to senior and/or high-level management.
- 5+ years' experience in using Microsoft Office Applications (Word, Excel, and PowerPoint).
- 3+ years' experience working in a cross-functional environment with individual contributors to management.
- 3+ years' experience and implementation of HR Functions
- Valid SA Driver's License.

Additional Knowledge, Skills, Abilities:

- Experience in Administrative roles and working independently or as part of a team.
- Strong organizational skills with the ability to prioritize tasks.
- Excellent communication skills (read, write, speak) in English language.
- Initiative-taking approach to problem solving and process improvement.
- Social Media use in the Aerospace Industry nice to have.

Salary and Benefits:

Job Type: Full-time

At PIC, we care deeply about the wellbeing of every employee. We strive to provide high quality employment opportunities to individuals in an improved work environment where their wide variety of skills contribute to the success of the Organization and Individual sense of meaning and understanding. Flexible benefits open to you include:

- Market competitive salary and incentive/bonus program
- Flexible working hours
- Medical Plan
- Benefit from Employee Recognition Program
- Enjoy and build a friendly and inclusive atmosphere in the workplace.
- Cooperate and exchange knowledge with world class global engineering team.