

**THE SOUTHERN AFRICAN GRAIN LABORATORY NPC  
DIE SUIDER AFRIKAANSE GRAANLABORATORIUM NPC**

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**SAGL IS LOOKING FOR A PERSON WITH A PASSION FOR PERFECTION AND WHO IS DRIVEN BY QUALITY!**

### **Sample Registration/Administration**

An opportunity exists for a contract position: Sample Registration/Administration in the Customer Liaison Office of the SAGL. The successful candidate will ensure the smooth running of the Customer Liaison office by providing high level administrative support and organising all activities in the office, reporting to the Customer Liaison Officer and the General Manager.

#### **RESPONSIBILITIES:**

- Position outputs: Sample Registration, customer liaison and reception duties
- General office administration functions
- Ad-hoc sample receipt and registration and customer assistance
- Assist customers with testing enquiries
- Documentation of test reports to assist customer liaison officer
- Assist with preparations for training courses presented by the SAGL
- Implement and maintain good administrative systems
- Various ad-hoc responsibilities as requested by the management team

#### **QUALIFICATIONS, SKILLS & EXPERIENCE NEEDED:**

- Grade 12 with at least 2 years Office Administration working experience
- High computer literacy, ability to communicate effectively with external stakeholders/customers
- Excellent typing skills, written and verbal communication skills
- Ability to organise, prioritise and interact with people at all levels
- Ability to handle confidentiality, problem solver
- Telephone etiquette, flexible and mature approach with the ability to work unsupervised
- A driver's licence and own transport.

#### **OVERVIEW OF THE COMPANY:**

The Southern African Grain Laboratory (SAGL) NPC is a non-profit company acting as the reference laboratory for the Grain Industry in Southern Africa.

The SAGL is an independent ISO 17025 accredited testing laboratory. Please visit our website at [www.sagl.co.za](http://www.sagl.co.za) for more detailed information.

Interested and suitably qualified persons may forward a comprehensive CV and scanned copies of qualifications, as well as ID/Passport/valid permits to Wiana Louw at [wiana.louw@sagl.co.za](mailto:wiana.louw@sagl.co.za).

Closing date for applications: **24 November 2023.**

Correspondence will be limited to short-listed candidates only.

By applying for this position at the SAGL, the applicant understands, consents and agrees that the SAGL may solicit a credit and criminal report (in relation to positions that require trust and honesty and/or entails the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history.