Advertisement

AGRÉMENT SOUTH AFRICA
innovative construction product assessments

Agrément South Africa (ASA) seeks to advertise a fixed-term contract based in Pretoria:

CORPORATE SERVICES COORDINATOR (24-MONTH FIXED-TERM CONTRACT)

Remuneration: **: R 187 425 per annum (All-inclusive Cost to Company)**
Reference No **: ASA0001/2026**
Posting Date **: 23 November 2026**
Closing Date **: 30 November 2026**

Purpose:

To assist the Executive Manager: Corporate Services with the day-to-day responsibilities as follows

Corporate Services Co-ordinator Functions:

- Assist with the coordination of meetings and activities for the Corporate Services Department
- Perform routine tasks such as arranging meetings, responding to e-mails in consultation with the EM: CS, procurement of office supplies, consolidation of documents, etc.
- General Administration for the Corporate Services Department (filing, minutes taking, etc).
- Manage payment of Invoices for different service providers
- Any ad hoc duties as requested by the EMCS

Human Capital Administration

- Manage end-to-end recruitment and selection process.
- Assist the Human Capital Business Partner with HR related administrative duties.

Occupational Health and Safety & Transformation Committees

- Manage Occupational Health and Safety (OHS) matters, including the facilitation of OHS and Transformation committee meetings.
- Ensure inspections are conducted as prescribed
- Ensure safety equipments are well maintained.
- Draft minutes.
- Draft OHS Reports

Facilities Management

- Ensure effective and compliant management of ASA facilities activities, including monitoring cleaning services, monitoring security, monitoring of essential utilities, office accommodation, test sites, and rental management.
- Manage the payment of Invoices for all utilities and rental.

Qualifications and Experience:

Minimum

- A National Diploma in Human Resource Management or Office Management.
- A Degree in related field will be an added advantage
- Minimum three (3) years of related experience

Generic Competencies and Skills:

- Accuracy (Essential)
- Attention to detail (Essential)
- Computer Skills (Essential)
- Communication
- Confidentiality (Essential)
- Planning and organising
- Administrative Skills
- Time Management Skills
- Teamwork
- Problem Solving
- Professionalism
- Report writing

Candidates will be subjected to integrity checks before the appointment is made. Interested parties should apply by sending their CV's to **recruitment@agrement.co.za** with the correct reference number **by 30 November 2026 at 16h30.**

Please note that correspondence will be limited to shortlisted candidates only.

Agrément South Africa encourages applications from Coloured males and females, Indian males and females, White males and females and people with disabilities.

The processing of your personal information by Agrément South Africa will be done in accordance with the POPI Act No. 4 of 2013.

Enquires: Ms Lesedi Khalo at lkhalo@agrement.co.za

Agrément South Africa reserves the right not to make an appointment