

2015-09-19

Concessions & Complimentary Tickets Administrator 3 Year Contract

This 3 year contract vacancy is available at Robben Island Museum in the Ticket Sales department reporting to the Ticket Sales Manager as well as the Revenue Manager. The incumbent will be responsible for administration of concessions and complimentary tickets at Robben Island Museum and other duties in the Ticket Sales Office.

Duties and Responsibilities:

- Financial administration
- Customer service orientation
- Reporting . daily, weekly and monthly
- Ad hoc reports

Requirements:

- Grade 12 and 3 years experience in retail with administration/supervision/management experience
- Strong attention to detail
- Computer skills
- Proficient in other Microsoft programs
- Strong administrative skills
- Improve filing systems and maintain . filing/archiving of hard and soft copies
- Organised, Methodical, Meticulous
- Logical thinker
- Deadline driven and mature enough to handle pressurised environment
- Eager to learn and quick study
- Dependable
- Hard working
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RIM is an EE, AA, employer and reserves the right the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as Contactable Referees, to recruitment@robben-island.org.za or fax 021 425 2131 by no later than 19 September 2015.

Note: If you do not hear from us within 30 days, please consider your application unsuccessful.