



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Administrator: CRM (5 Years Fixed Term)

Salary- R160 000 TCTC

Role Description:

The candidate will be responsible for the following:

- Attend to incoming calls and make calls to customers
- Uplift Customer Service by attending to walk-in persons
- Resolution of queries from registered persons
- Maintain communication with stakeholders through emails and social media platform

Requirements:

- Grade 12
- Recognised qualification in Customer Relations Management or any other relevant qualification.
- Minimum three (3) years' experience in Customer Service / Relations environment.
- Minimum three (3) years' experience in handling administrative functions.

Closing date: 4 March 2022

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV and certified copies of your qualification to:

E-mail address: recruitment@sacpcmp.org.za

Address: 446 Rigel Avenue, Rigel Office Park, Erasmusrand, Pretoria, 0181