BCCEI
Bargaining Council for the Civil Engineering Industry

POSITION: **Office Co-ordinator**
LOCATION: **BCCEI Durban Office**

Consideration will be given to the Demographics as depicted in the Economically Active Population released by the Department of Employment and Labour and in line with the Employment Equity Plan.

JOB PURPOSE:

This position in the Bargaining Council for the Civil Engineering Industry co-ordinates the functioning of its regional office in Durban and would, *inter alia*, be responsible for the following:

- Co-ordinates office budget
- Contractor/Supplier management
- Stakeholders/customers support and effective communication
- Co-ordinates and administers the office
- Reception and switchboard
- Administrative support

REQUIREMENTS:

- Matric
- Diploma in Labour Relations or Business Administration is ideal
- 2 years Office Administration experience
- Proficient in English and IsiZulu (verbal and written)
- Telephone/reception etiquette according to accepted business practice.
- Computer Literacy – (Word, Excel, PowerPoint) - intermediate
- Personal Attributes: Confidentiality, demonstrated ability to perform under pressure, ability to multi-task, attention to detail, listening skills, analysis and problem solving, time management, accountability, communication skills (oral and written), proactive, people serving nature, courteous and professional.

RESPONSIBILITIES:

Co-ordinates office budget

- Supervises and executes the budget in collaboration with the Compliance and Finance Departments
- Checks and controls income / expenses against approved budget for the office
- Prepares and compiles budget report on expenditures and revenues

Contract/Supplier Management

- Stays abreast of procurement and supplier management policies and procedures
- Resolves basic issues and problems with external suppliers/vendors/contractors
- Supervises and executes the provision of contracted Services/ Service Level Agreements and other contracts in conjunction with the Supervisor Compliance Administration
- Monitors execution of contractual terms and conditions set by BCCEI and supplier
- Monitors and checks adherence to and implementation of relevant Procurement & Supplier management policies & procedures
- Sourcing and vetting of suitable suppliers / contractors / service providers for approval by Compliance and Finance Departments

Stakeholders/ customers support and effective communication

- Stays abreast of change initiatives deployed by the BCCEI that impacts the office and the coordination thereof
- Resolves issues /problems/conflict in a positive, win-win manner
- Maintains sound professional and ethical relationships with all stakeholders, including internal staff
- Communicates decisions/changes /plans/directions/issues timeously, professionally and with respect – both to internal and external stakeholders, using appropriate channels and professional business language
- Monitors that correct information is compiled for communication to stakeholders / customers

Co-ordinates and administrates the office

- Plans office requirements with Supervisor Compliance Administration
- Remains up-to-date and adheres to SHE policies and procedures
- Organises office equipment and office space to ensure that it is suitable for the required purpose
- Maintains a register of all people in the office at any given time
- Provides administrative support to Compliance and Disputes Departments
- Monitors office supplies and prepares orders
- Manages Member Complaints
- Manages and assists walk-in queries
- Provides feedback to newly registered members
- Manages Member Relationships
- Ensures that the office is open during working hours and secured at conclusion of official business hours

Reception and switchboard

- Plans daily routine & breaks
- Receives and welcomes guests, stakeholders and visiting staff
- Checks that reception area is always clean & tidy
- Provides switchboard operation services

Personal Attributes: Emotional Intelligence, Proactive, Attention to Detail, Charismatic, Conflict Management, Excellent communication & interpersonal skills, accountability, integrity, positive attitude and work ethic, demonstrated ability to perform under pressure, ability to multi-task, diligent, team-work, ability to analyse and problem solve, time management, and customer service oriented.

If you meet all the above requirements and would like to apply, please send your CV and certified copies of your ID and qualifications to hr@bccei.co.za

Closing date: ***Friday 14 August 2026***