

**Applicants must be local residents of Swellendam.**

## **Admin Clerk and HR Clerk Vacancies**

**Contract position**

**SWELLENDAM**

The company requires the services of Administrative and HR Clerks to assist with the administration and HR administration.

### **Minimum Requirements**

- Grade 12 or N6/NCV or Degrees or Diploma qualifications
- Computer Literacy in Microsoft Excel and Word
- Must be a local resident of Swellendam
- Good Communication skills
- Ability to read and write in English

### **Added Advantages:**

- Previous clerical work experience
- Require work integrated learning towards completing a qualification.

### **APPLICATION PROCESS:** Required documents:

1. Concise CV containing demographic and academic information
2. Copy of ID
3. Proof of Residence
4. Copy of Driver's License (if available)
5. Copy of Qualification or WIL requirements
- 6.

### **Applications must be submitted as follows:**

Email CV and required documents to: [recruitment@powergrp.co.za](mailto:recruitment@powergrp.co.za)

Use **OverbergWF** in the subject line of the email. Without this reference your CV will not be considered.

**Closing Date: 30 April 2025**

The Power Construction/Adenco Consortium has been awarded the Civil and Electrical infrastructure works on the Overberg Windfarm projects.

All interested parties are invited to submit their application following the steps below.

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