



**VACANCY**  
**PROJECT/FINANCIAL ADMINISTRATOR**  
**TECHNOLOGY DIVISION**  
**CAPE TOWN**

**Tellumat (Pty) Limited**, a leader in business delivering competitive technology solutions to the Communications, Defence and Contract Manufacturing markets worldwide, requires a **Project/Financial Administrator** for the **Technology Division**.

**Minimum Requirements:**

- MS Office, Excel and MS Project/PS Next (or equivalent) essential.
- Minimum of 2 years experience in generating regular project reports for executive review.
- Minimum of 2 years experience in project tracking methodologies and systems.
- Minimum of 1 year experience in costing, budgeting and financial reports.
- Code 08 Drivers License

**Recommended competencies/skills:**

- Very strong organisational and administrative abilities.
- Managerial experience will be an advantage
- Project management qualifications will be an advantage.
- Good stress management in dealing with project deadline pressure.
- Comfortable communicating at all levels of the organization.
- Be analytical in your thinking.
- Attention to details and accuracy
- Excellent reporting skills
- Good Customer orientation

**Key responsibilities include *inter alia*:**

- Setting up project management and financial documentation for every project.
- Preparing budgets and tracking costs for projects.
- Consolidating financial reports and generating projects reports.
- Updating project planning and tracking tools.
- Tracking and updating month-end project billing.
- Gathering information on new projects, through interaction with project teams.
- Regularly liaising with all project teams to extract or distribute information.

Should you meet the requirements and wish to be considered an applicant for this position, please email a comprehensive CV to Anthea Kiewitz at [akiewitz@tellumat.com](mailto:akiewitz@tellumat.com) or fax to (021) 710 2189 by no later than **26<sup>th</sup> September 2008**.

**Employment Equity will be considered when making the appointment.**

