



ADMINISTRATOR – WEBSITES & PUBLICATIONS Tzaneen



The South African Subtropical Growers' Association (Subtrop) requires the services of an energetic person to -

- Manage/Maintain Websites and Apps of Subtrop and its Member Associations
- Co-ordinate and manage the Subtrop Quarterly Journal and recruit advertising
- Perform general administrative tasks including minute-taking.
- Design documents, programmes etc. as required

The ideal incumbent should have the following skills and qualifications:

- Be able to design and maintain websites on WordPress
- A minimum of 3 years' appropriate experience in website administration, including a knowledge of e-commerce payment platforms and Google Analytics.
- Good interpersonal and communication skills (verbal and written) to ensure professional interaction and be able to work with people internally and externally to compile publications and recruit advertising.
- Competence in MS Office
- Must be able to work methodically according to agreed schedules
- Functional knowledge of graphic design and publication layout.
- Knowledge of health and safety would be an advantage
- Have a valid driver's license and be prepared to travel.

The position offers a stimulating environment, and competitive remuneration.

Interested? Send your CV to recruitment@tagafrica.co.za Closing date: 26 October 2024

Subtrop manages the affairs of the SA Avocado, Litchi, and Mango Growers' Associations