

CRONIMET Mining Power Solutions SA (Pty) Ltd is a subsidiary of **CRONIMET Mining Power Solutions GmbH Germany**. CRONIMET Mining Power Solutions specializes in providing energy solutions for energy intensive industries and mining companies in remote regions with a poor grid supply. Thereby we focus on development, financing, construction and operation of innovative PV - diesel hybrid power plants, off-grid power solutions and utility scale renewables energy projects worldwide.

Team Assistant

As a Team Assistant you support our team during the day-to-day business. You can expect an exciting, versatile and responsible role in a company with a strong international orientation.

Job Description

- Efficient office management, including the organization of the back office
- Coordination und preparation of appointments and business trips (national and international)
- Travel expense accounting and preparatory accounting
- Coordination of appointments including the preparation of the corresponding documentation
- Responsible for reception, email, communication, post and telephone support

Required Skills

- You have a professional training as an industrial clerk or similar
- You are an organizational talent and you possess a positive attitude
- You have very good English skills, further languages are a plus
- You work reliable, structured and self-dependent
- You have very good knowledge of all office programs (Word, Excel, Power Point)

Please send your application documents (Cover letter, CV, certificates) including your possible date of entry and your salary requirement to: **career@crm-ps.com**

CRONIMET Mining Power Solutions SA (Pty) Ltd

Ms Sabrina Steinhauser
74 Prestwich Street
Cape Town

More info at: www.crm-ps.com