



The Quantity Surveyors' Registration Council (QSRC) is a professional regulatory body established in terms of the Quantity Surveyors' Registration Act, *Cap. 61:10 of 2013*, to register and regulate the activities and conduct of Quantity Surveyors in Botswana.

The QSRC is looking to recruit an **OFFICE ASSISTANT**.

**Job Function:**

Performs administrative and office support activities for the Council. Duties include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

**REQUIREMENTS:**

Relevant training is essential;

- A relevant Diploma / Degree including at least one (1) Year experience in reception and/or data entry
- Driver's license is required

**Competencies:**

- Must be self-motivated
- Detail-oriented
- Energetic and highly organized
- Must be a team player and have outstanding writing, editing, data entry, and proofreading skills
- Excellent communication and interpersonal skills, and the ability to prioritize and handle multiple tasks
- Must be proficient in Microsoft Office

**Interested applicants should email their applications to: [info@qsrc.org.bw](mailto:info@qsrc.org.bw) not later than 2<sup>nd</sup> February 2018. Visit the QSRC Facebook page or website: [www.qsrc.org.bw](http://www.qsrc.org.bw) for more information.**

NB: Indicate position title on the e-mail subject-line.