

JOB TITLE – IT ADMIN GRADUATE

Position reports to : IT Graduate
Direct Reports : Not Applicable
Office Location : Adapt IT Cape Town Campus

PURPOSE OF THE POSITION

The onsite IT Graduate resource will be responsible for ensuring the product team delivers software that is prioritised as per business requirements.

PRIMARY RESPONSIBILITIES FOR THE ROLE

The onsite IT Graduate resource will be responsible for the following duties:

- Assisting with planning and scheduling.
- Responsible for updating team planner and sprint boards.
- Assist Product Owner.
- Administrative product support.
- Stakeholder administrative engagement.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS:

- Completed BSc Computer Science / Information Systems or BCom related degree.
- Microsoft suite proficient: Excel, PowerPoint, Word.
- Interpersonal Skills.
- Analytical.
- Problem Solving Skills.
- Negotiation Skills.
- Decision making Skills.
- Communication Skills.
- Research Skills.

PERSONAL QUALITIES:

- Be a good communicator.
- Be organized and structured.
- Confident.
- Respectful.
- Fair.
- Integrity.
- Ability to delegate and follow up on tasks delegated.
- Practical.

- Analytical.
- Have good judgement.
- Detail conscious.
- Flexible.
- Ability to Multitask.
- Dynamic.
- Flexible.
- Assertive, pro-active and initiative.
- Ability to work independently.
- Team Oriented.
- Passionate about work.
- Tolerance.
- Tact.
- Goal Oriented.
- Mature individual

Contact Person: [Nthabi Peloeahae](#)

Apply Here: <https://www.dittojobs.com/jobs/view/888401813>

Vacancy Status: [Open](#)