



## Job Description:

### Administrator | Recruitment Administrator (Half-day)

Alphawave is an established technology investment group, enabling the best in their field to build successful international businesses. The Group offers employees the opportunity to work in small or large teams, alongside leaders in their field of technology, helping them compete and succeed globally. Recruits can enjoy the exhilaration of a start-up business, without the risk usually associated with this environment.

We offer a hybrid work environment, great coffee, and lunch daily. We ensure that our team gets generous leave and flexibility.

#### WHO WE'RE LOOKING FOR:

Alphawave Holdings is seeking a dedicated and detail-oriented Talent Acquisition Administrator to manage the administrative functions of the Talent Acquisition process

The ideal candidate will have **3-5 years** administration experience and a relevant qualification. Previous experience in recruitment administration would be advantageous

You will need to be in our Stellenbosch office once a week.

#### KEY PERFORMANCE AREAS:

##### Talent Acquisition administration

- Follow up with our portfolio companies regarding their talent needs.
- Screen applications according to the Alphawave recruitment flow-diagram.
- Maintain and update the applicant tracking system with candidate profiles, statuses, and feedback.
- Respond to all applicants to ensure they are kept informed about their application status throughout the recruitment process.
- Assist in posting job openings on company websites, job boards, and social media platforms.
- Maintain and monitor the careers email address, ensuring all inquiries and applications are addressed promptly.

##### Strategy Collaboration:

- Liaise with the Group Head of Human Capital Development regarding recruitment strategy and provide input on process improvements.

##### Career Fair Support:

- Assist with the planning, coordination, and administration of career fairs and recruitment events to enhance the company's employer brand.

## Administrative Support

- Perform other general administrative tasks (onboarding, policies etc)

## EXPERIENCE, SKILLS, AND KNOWLEDGE

- Relevant Degree or Diploma in Admin | HR
- 3 - 5 years' experience as an Administrator | Recruitment Administrator
- Proficiency in Microsoft Office Suite
- Solid written and verbal communication skills

## PERSONAL ATTRIBUTES

- **Strong attention to detail and organised**
- Can work independently
- Ability to meet deadlines and deliver results.
- Ability to be resourceful and proactive when issues arise.
- Self-motivated, showing initiative and responsibility.

For any enquiries, please contact Zalta Kelbrick: [Zkelbrick@alphwave.co.za](mailto:Zkelbrick@alphwave.co.za)