



COREEDUCATION
EVERY CHILD **MATTERS**

VACANCY ACADEMIC ASSISTANT

Core Education is seeking to appoint a suitable candidate in the following position:

Administrative Assistant for Academic Quality Assurance Department

We are seeking a suitable candidate with the following skills:

- Strong organizational skills
- Excellent administrative abilities
- Effective communication skills
- Advanced computer literacy
- Good time management skills
- Strong interpersonal skills

To apply, please submit the following documents:

1. A comprehensive CV with recent references
2. Copies of relevant qualifications
3. A certified copy of your ID

Core Education is committed to protecting your personal information in accordance with the POPI Act. By submitting your application, you acknowledge and accept this privacy disclaimer.

Please send your application, including your detailed CV and three contactable references, to Ms. L. Moyo at lmoyo@coreeducation.co.za.

Application closing date: 21 May 2025

Start date: 01 June 2025

Only candidates with the relevant skills and experience are encouraged to apply. Please note that only shortlisted candidates will be contacted. If you do receive communication from us within five working days after the closing date, please consider your application unsuccessful.

Thank you for your interest.
