

VACANCY: ADMIN ASSISTANT**Fish Hoek, Masiphumelele**

Masicorp works in Masiphumelele alongside key partners to create opportunities through education and skills development. We are seeking to appoint a full-time Admin Assistant, based at our Head Office (Chasmay Campus), reporting to the Head of Fundraising.

Job Purpose

To support the Fundraising Team with efficient administration, coordination and event assistance, helping to drive fundraising for Masicorp's programmes.

Key Responsibilities and Accountabilities

- Provide efficient administrative support to the Fundraising Team, including filing, calendars, meeting notes and statutory documentation.
- Maintain donor records and reports using CharityProud CRM and Monday.com (training provided).
- Support donor communications (thank-you letters and tax certificates), basic finance admin (expenses/invoices), and stock control of fundraising items.
- Assist with donor visits, fundraising events and campaigns, and other ad hoc support as needed.

Key Requirements:

- Strong admin experience and computer literacy (Word, Excel, Outlook, Teams, PowerPoint).
- Excellent organisation, accuracy and attention to detail.
- Strong written and verbal communication skills (English essential).
- Confident, professional and able to represent Masicorp positively.
- Reliable, self-motivated and able to work well in a team.
- Willing to learn and grow in the role, with openness to mentorship.
- Comfortable visiting programmes in Masiphumelele when required.
- Performance will be measured through accuracy, timeliness, reliability, teamwork, and contribution to fundraising effectiveness.

To apply, submit your CV, a motivation letter and contact details of three (3) contactable referees to rudayba@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

Closing date : Sunday 22nd February 2026