

WE'RE HIRING: CENTRE COORDINATOR

Lepharo Incubation Centre is a Section 21 Company, that exists to promote the creation and support of SMME's our focus is on engineering, manufacturing, and related products.

We are currently seeking applications for the position detailed below:

Reference Number: LPH/CC/0124

Designation: Centre Coordinator

Reporting to: Group Operations Manager

Location: Lephalale Incubation Centre

Closing date and time: 15th February 2024 at 15:30pm

Key Responsibilities

- Coordinate and oversee initiatives within the incubation service offerings.
- Develop and finalize business proposals and presentations.
- Ensure adherence to both internal and external program requirements.
- Prepare reports and manage project tasks.
- Address and manage stakeholder requirements.
- Enhance relationships with stakeholders to bolster local SMME support.
- Undertake marketing activities to promote the incubator in the community.
- Execute, monitor, and manage agreed-upon strategies and policies.
- Provide marketing and sales assistance to emerging SMMEs.
- Maintain high levels of customer satisfaction and uphold positive public relations.
- Assist in securing additional funding resources as needed.
- Collaborate with other incubators and service providers.
- Drive product innovation and creativity through research and development programs.
- Fulfill center KPIs in alignment with stakeholder expectations.
- Implement and maintain ISO 9001:2015 QMS.

Competencies and personal attributes

- Proficient in program management and developmental procedures.
- Adept in budgeting and financial reporting.
- Skilled in MS Office applications.
- Capable of working with diverse and multi-disciplinary teams.
- Excellent in time management and organizational abilities.
- Strong verbal and written communication skills.
- Detail-oriented and efficient.
- Proficient in planning, organizing, delegating, and leading.

- Innovative in-service delivery.
- Competent in problem-solving, analysis, and community engagement.
- Skilled in dispute resolution.
- Focused on client orientation and customer service.
- Proficient in problem-solving, organizational, and communication skills.
- Demonstrates courage and resilience in challenging situations.
- Committed to the core values and principles of Lepharo.
- Emphasizes collaboration, teamwork, and cooperation.
- Takes pride and ownership in Lepharo's success and brand.
- Sociable, approachable, and maintains professionalism.
- Proactive, responsive, cooperative, and a team player.
- Able to work under pressure, self-driven, assertive, and diligent with great attention to detail.

Minimum Qualifications

- A Degree will be considered an advantage.

Related Minimum Experience

- At least 3 years of experience in a Centre Coordinator role or a similar position.
- Certification or qualification in business administration or a relevant field.
- Preference will be given to residents of the Lephalale region.

Applicants must submit a CV for attention: HR Department, Email hr@lepharo.co.za before 15th February 2024 at 15:30. Kindly contact the HR Department at (011) 363 3920 /081 454 9490 should any additional information be required. Should no response be provided after the closing date, please consider your application unsuccessful.

PLEASE QUOTE REFENCE NUMBER WHEN YOU SEND YOUR CV.