

SA Hunters has a vacant position for an Administrative Clerk in our Training Department

The successful candidate will be responsible for a range of duties which include but are not limited to:

- Day to day administration and liaising with branches and members
- Capturing of data of members provided by branches on training completed, applications for dedicated status, confirmation of activities to retain status etc.
- Issuing the requires dedicated registration and status
- Monthly branch invoicing
- Answering queries of members and the public relating to:
 - Firearm training
 - Firearm competencies
 - Firearm licensing – (new licenses and renewal of licenses)
 - Firearm ownership
 - Motivation and verification of firearm applications

Skills and Competence Required

- Matric
- Computer literate
- Good interpersonal and communication skills
- Ability to multitask
- Ability to work under pressure
- Outstanding Customer relations skills
- Accuracy and attention to detail
- Fluent in Afrikaans and English (read, write and speak)
- Team player
- Thorough knowledge of Firearms Control Act (No 60 of 2000 as amended)

GENERAL:

- RSA citizen
- No criminal record
- Good contactable references

EXPERIENCE:

Previous or current working experience as DFO (designated firearms officer) and/ or working experience in DFO offices.

Knowledge of and/or membership of SA Hunters Association will be an advantage

Job Type: Full-time

Salary: Negotiable