

# BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



## ADMINISTRATOR CONTINUOUS IMPROVEMENT

ASSMANG Pty Ltd requires the services of an **Administrator CI** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

### MAIN TASK AND RESPONSIBILITY

Responsible for supporting and assisting the Specialist Continuous Improvement with administrative work including researching, compiling, processing and coordinating CI data. The CI Administrator will assist in CI coordination by serving as a central information point, updating and maintaining CI software and following-up on unresolved tasks as directed by the CI Specialist.

### MINIMUM QUALIFICATIONS

*(Essential unless otherwise indicated)*

- Certificate: Grade 12 (Required)
- Certificate: CI Administration (Required)

### EXPERIENCE AND REQUIREMENTS

*(Essential unless otherwise indicated)*

- 2 Years' Project Administration or data analysis.

### KNOWLEDGE AND SKILLS

- Electronic Document Management System, Microsoft office, PIPWARE, MS Projects.
- Participate in and support change initiatives and provide suggestions as how line/customers can overcome deficiencies.
- Obtain information from the various input systems into BI upload/data sheets, check for accuracy and completeness of captured data. Provide input and guidance into improving data management and integrity. File documents per



## INTERNAL & EXTERNAL

### KNOWLEDGE AND SKILLS (cont.)

- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives. To solve problems. Assist the CI Specialist in obtaining relevant information for accurately and properly facilitated IGS sessions.
- Ensure all ideas are well captured and maintained as such throughout the idea life cycle in the BI tool.
- Responsible for providing coaching and training of all BRMO Connect facilitators, assist in the implementation of the BRMO Connect methodology through coaching.
- Maintain the Connect BI tracking tool by input and updating compliance.
- Ensure to support and assist the Specialist Continuous Improvement with administrative work including, compiling and extracting data, processing and coordinating CI data.
- Ensure to assist in CI coordination by serving as a central information point, updating and maintaining CI software.
- Comply with disciplinary and behavioural rules and procedures.
- Comply with safety, health and environmental standards. Identify and report unsafe and hazardous situations in work area.
- Comply with Quality standards and deliver in a manner that support and meet operational quality standards.
- Comply with work rules, standards and methods. Take care to minimize waste. Provide opportunity to give feedback on optimization opportunities. Control resources within span to minimize waste.
- Maintain active and informative relations with all team members and colleagues.

**PATERSON GRADING: C1**  
**CLOSING DATE: 05 January 2024**

### TERMS & CONDITIONS

- The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.
- **Remuneration** will be based on a competitive all-inclusive flexible package.
- **Employment Equity targets** will be considered when appointing potential candidates.
- **People living with disabilities** are encouraged to apply.

Interested applicants are requested to submit their CV's with certified copies of qualifications.

- Apply via our Career website only: <https://assmang.ci.hr>
- Please be advised that short listed candidates will be required to authenticate information provided in CV's.
- Late applications will not be accepted
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

### POPIA DISCLAIMER:

- By submitting your application, you agree:
- To the processing of your personal information and sharing it with third parties for verifications.
  - To you exercising of your rights provided for by POPIA.
  - To BRMO keeping your personal information confidential.

### FRAUD ALERT:

**Black Rock Mine Operations subscribes to ethical recruitment processes:**

- > **Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.**
- > **Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application**