

# CAREER OPPORTUNITY

African Rainbow Minerals (ARM) is a leading South African diversified mining and minerals company with operations in South Africa and Malaysia. ARM mines and beneficiates iron ore, manganese ore, chrome ore, platinum group metals (PGMs), nickel and coal and has a strategic investment in gold through Harmony Gold Mining Company (Harmony).



## PROTECTION SERVICES COORDINATOR (C-UPPER PATTERSON GRADING)

### Purpose of the Job:

Managing and streamlining the department's critical administrative and financial functions. This role is designed to ensure the highest level of efficiency, accuracy and control.

### Location:

- Sandton, Johannesburg

### Job Requirements:

- Matric.
- Clean record.
- Driver's License.
- Strong financial background.
- Knowledge of Finance policies and procedures.
- Exceptional organizational and administrative skills.

### Job Responsibilities:

- Ensuring the timely and accurate preparation of payroll time sheets, which is crucial for maintaining employee satisfaction and financial integrity.
- Overseeing the administration and reconciliation of monthly cellphone accounts, ensuring compliance with company policies, and preventing discrepancies.

- Coordinating travel plans and bookings for Close Protection Officers(CPOs), optimizing travel arrangements to ensure efficiency and cost-effectiveness.
- Handling visa applications for CPOs and other relevant staff, ensuring all travel documents are prepared and submitted in a timely manner.
- Managing foreign exchange and local per diem allocations, ensuring accuracy and adherence to financial policies.
- Conducting thorough reconciliations of petty cash and credit card transactions between various stakeholders to maintain financial accuracy and accountability.

### Personal Attributes:

- Interpersonal and verbal communication skills.
- Attention-to-detail.
- Administrative Skills.
- Planning and organizing.
- Team player.
- Supervisory skills.

### Equity Statement:

Preference will be given to suitably qualified applicants from designated groups in line with the employment equity plan and targets of the organisation.

### POPIA Disclaimer

By sending your details to the email address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that ARM will keep the record of your personal information confidential.

### Additional Information:

- To apply for this vacancy, please send your CV to the email address below before the closing date.

Email: [recruitment@arm.co.za](mailto:recruitment@arm.co.za)

No late applications will be considered or accepted.

- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application as unsuccessful.

- **Note:** Applicants must be prepared to undergo a psychological assessment and Polygraph Test.

Closing date: 09 September 2024



[www.arm.co.za](http://www.arm.co.za)



**We do it better**