



JOB OPPORTUNITY

Administrator

Cape Town, Western Cape — Office & project administration

Reference	MIH-AD-2026-03
Position	Administrator
Location	Cape Town, Western Cape
Salary	R10 000.00 - R12 000.00 per month
Employment	Permanent
Start date	As soon as possible
Department	Administration
Closing date	15 August 2026

About the role

Matukane Investment Holdings is looking for a reliable, well-organised Administrator to support our office and project teams from our Western Cape office. This is an excellent opportunity for someone with an administrative qualification who is confident on a computer, communicates well with clients, and is eager to learn how we prepare and compile professional documents.

Minimum requirements

- A qualification in Office / Business Administration, Secretarial Studies or a related field (Certificate or National Diploma)
- Proficiency in Microsoft Excel, Word and Outlook (general MS Office)
- Confident working on a laptop / computer
- A basic understanding of construction terminology and concepts — or a genuine willingness to learn
- Good written and verbal communication — able to liaise with clients daily by phone, email and in person
- Well-organised, accurate, reliable and detail-oriented
- Willing to learn how to prepare and compile professional documents (reports, records and tenders)
- Fluent in English; a valid driver's licence will be an advantage
- Cape Town-based candidates will be preferred

Key responsibilities

- General office administration, filing and record-keeping
- Prepare, format and compile documents, reports and correspondence
- Capture and maintain data accurately in Excel spreadsheets
- Communicate with clients daily — phone, email and reception
- Assist with document control, scanning and correspondence tracking
- Support the team with scheduling, procurement admin and general office duties
- Learn company processes and help prepare project and tender documentation

How to apply

Apply online at matukane.com/careers.html, or email your CV and relevant qualifications to career@matukane.com.

Subject line: **Administrator - Western Cape (Ref: MIH-AD-2026-03)**

Closing date: **15 August 2026**

Reference: **MIH-AD-2026-03** · Matukane Investment Holdings (Pty) Ltd · Level 1 B-BBEE, 100% youth & black-owned · 14 Mercury Cres, Wetton, Cape Town 7780 · +27 60 912 3904 · info@matukane.com · *In GOD We Trust*