



AVAILABLE POSITION: 2022

SCHEDULER

JHB-BASED

At WinWin International, we specialise in creating and implementing impactful blended learning and strategic communication solutions. We are passionate about bringing adventure into people development, employee engagement and learning experiences.

We are looking for an engaging, dynamic person to manage the scheduling and planning of appointments for a high end client brand. **This is a 4 - 5 month fixed term contract.**

YOUR RESPONSIBILITIES

- Planning daily and weekly routes for the trainers
- Planning fuel spend and overnight locations
- Scheduling appointments telephonically for trainers at various outlets
- Assisting with sourcing/providing any training materials required
- Building and maintaining strong relationships with clients
- Support assistant for a Learning Management System (LMS)
- Communicating with all levels of the organisation in a clear, concise and accurate manner
- Ad hoc and/or administrative duties

OUR REQUIREMENTS

Qualifications/experience

- Matric
- Administrative qualification or equivalent
- 2 - 3 years' experience working with Microsoft Excel and Word
- 1 - 2 years' experience in digital support on a learning platform
- Experience in working with Google Maps
- Advantageous: Previous work experience in a similar position
- Advantageous: Experience working with Google Sheets
- Advantageous: Experience in how to schedule for different working areas

Skills and personality

- Highly organised with proven administrative skills
- Meticulous with strong attention to detail

Please submit your CV, references and a short cover letter (telling us why you think you would be a great fit for this position) to gennalee@winwinza.com

Please be mindful when applying for this role – **applicants who do not meet the above criteria will not be considered.**



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- Excellent verbal (telephonic) and written communication skills
- Excellent interpersonal skills, able to interact with people of all ages and from multiple backgrounds
- Presentable and well-spoken in English
- Able to work well under pressure and meet deadlines
- Passionate about a fast-paced business environment
- Confident, engaging and charismatic
- Self-motivated and willing to go the extra mile

IMPORTANT TO KNOW

- Applicants required for **Gauteng only** (Bryanston area)
- This is a **4 - 5 month fixed term contract**
- Must be available to start on 11 February 2022
- Must be older than 22 years (due to the nature of the client brand)
- Own vehicle required – non-negotiable
- Must be able to work flexible hours (including being on standby to work weekends)
- Market-related salary

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