



Site Administrator Kusile Power Station

WE ARE
HIRING

www.enflotech.com

Enflotech is looking for a well-organised and reliable Site Administrator to be the administrative backbone of our Kusile Power Station site — ensuring accurate record-keeping, timely reporting, and smooth coordination between the site team, head office, and suppliers.

LOCATION & MINIMUM REQUIREMENTS

- Residing in Emalahleni or surrounding area, Mpumalanga
- Valid South African ID
- Valid driver's license
- Own reliable transport
- Own cell phone
- Valid, clear police clearance

EXPERIENCE & SKILLS

- Grade 12 (Matric); a National Diploma or Higher Certificate in Business Administration or a related field will be an advantage
- 2–3 years' proven experience on a site, project, or general administration role.
- Computer literate: MS Office, intermediate/advanced Excel

KEY RESPONSIBILITIES

- Maintain daily site records (timesheets, clocking, attendance) & submit hours to Payroll, Including DOL Audits
- Manage site documentation & filing (delivery notes, GRVs, PO's, correspondence)
- Support procurement: RFQ's, process orders & follow up on deliveries
- Administer supplier invoices & forward to Head Office
- Coordinate onboarding for new employees & subcontractors, incl. inductions & documents
- Compile & submit daily, weekly and monthly site reports
- Handle general office duties

PERSONAL ATTRIBUTES

- Strong attention to detail & accurate,
- Integrity & confidentiality when handling sensitive information
- Organised with strong time management
- Proactive, adaptable and works well under pressure
- Good communication and interpersonal skills

Send CV to: hr@enflotech.com

Subject Line Reference: Kusile Site Administrator

Employment Type: Fixed–Term Contract

Should you not get feedback within two weeks after the closing date; consider your application unsuccessful

Closing Date: 27 August 2026