

JOB DESCRIPTION – Temp Business Revenue Administrator

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Reference number	BRAHO27012012
Department	Business Support
Region	Head Office
Physical address	146 A Kelvin Drive, Woodmead, Johannesburg
Recruiter	Anna Karovsky
Closing date	27/01/2012

MINIMUM REQUIREMENTS

- Matric or equivalent with at least 1 to 2 years corporate working experience
- Computer Literacy (At least intermediate level - MS Office)
- Good command of both spoken and written English
- Excellent communication skills - at all levels

ADDITIONAL REQUIREMENTS

- Highly motivated
- Telecommunications experience (GSM) and PABX knowledge an advantage
- Excellent problem solving ability
- Service driven
- Honest & Reliable
- Excellent telephone manner
- Ability to prioritise, multitask and work well under pressure
- Good time management / planning skills
- Methodical
- Attention to detail (Analytical)

JOB DESCRIPTION

- **Network Communications** – liaising with the mobile operators regarding SIM activity, status, and changes.
- **Line (SIM) allocations** – ensuring client account changes are correctly captured on the internal database.
- **SIM card movement** – National control of SIMcard lifecycle.
- **SIM card Management** - involvement and understanding of the internal processes pertaining to SIM movement. (activations, SIM swaps, migrations, cancellations etc).
- **SIM Revenue focus** – liaising with the analyst and technical departments on troubleshooting problems encountered.
- **National Stock control** - (Active SIMs only).