



# IN-SERVICE TRAINING/INTERNSHIP PROGRAMME NOTICE

## ADMINISTRATION (LEGAL & INSURANCE) IN-SERVICE TRAINING

### FELTEX HEAD OFFICE

<b>DEPARTMENT:</b>	Group Services Management (Administration)
<b>INTERNSHIP PROGRAMME:</b>	<p>To gain experience and obtain a working overview of legal, contracts management and insurance requirements of a company.</p> <p>Develop commercial negotiation skills.</p> <p>Developed communication and report-writing skills in a work environment.</p> <p>Improved ability of attention to detail.</p>
<b>REPORTING TO:</b>	Reports to the Divisional Administration Manager - Head Office
<b>Requirements for Applicants</b>	
<b>EDUCATIONAL:</b>	<ol style="list-style-type: none"> <li>1. Matric Certificate</li> <li>2. Bachelor of Administration</li> </ol>
<b>KEY PERFORMANCE AREAS</b>	<b>ASSOCIATED TASK</b>
<b>LEGAL</b>	<ol style="list-style-type: none"> <li>1. Populate master legal agreements with contract details</li> <li>2. Review details completed in master legal agreements populated by business units</li> <li>3. Perform comparison between expired and new replacement contracts for identification of changes and areas of concern</li> <li>4. Perform first review of new contract and identify commercial and legal risks</li> <li>5. Assist with maintaining internal company information schedules for supplier credit application purposes</li> <li>6. Assist with drafting of notifications to business units in respect of statutory changes</li> <li>7. Assist with the management and updating of letterheads</li> <li>8. Review of company information completed on suppliers credit applications</li> <li>9. Assist with follow up on outstanding agreements and agreements in progress</li> <li>10. Review third party amendments to agreements against latest legal version/comments to identify changes</li> <li>11. Review signed copy of agreements against approved signing version</li> <li>12. Assist with updating the contracts register with new contracts in compliance with approved policy</li> <li>13. Assist with updating the contracts register for any current contracts not recorded in contracts register</li> <li>14. Filing and Binding of agreements in accordance with contract register input</li> <li>15. Assist with continuous management and review of contracts register</li> <li>16. Assist with management of contract register automated notifications for contracts reaching expiry and price increases</li> <li>17. Assist with liaison/follow up with responsible manager for new contract in respect of contracts reaching expiry</li> <li>18. Update contracts tracking register for all contracts received by the department to ensure completeness of contracts register</li> </ol>

	19. Update legal fees tracker for all invoices received and ensure that units pay timeously 20. Assist with management of intellectual property 21. Filing of correspondence for agreements and legal matters 22. General support to the Administration department.
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<b>INSURANCE</b>	<ol style="list-style-type: none"> <li>1. Assist with collation and review insurance stats on a quarterly basis</li> <li>2. Follow up on status of outstanding insurance claims</li> <li>3. Follow up on outstanding supporting documentation for the</li> <li>4. Assist with review of claim forms submitted</li> <li>5. Assist with correspondence to loss assessors in the event of claims</li> <li>6. Assist with the drafting of the quarterly insurance report for board pack</li> <li>7. Assist with the preparation of excel templates for insurance declaration input by operating divisions</li> <li>8. Assist with the review and consolidation of operations insurance declarations in excel</li> <li>9. Assist with the review of the capture of insurance declarations in web-based insurance reporting system</li> <li>10. Assist with the quarterly review of actual values against insured values to identify risk of under/over insurance</li> <li>11. Filing of correspondence and workings supporting insurance declaration</li> <li>12. General support to the Administration department.</li> </ol>
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<b>WHO SHOULD APPLY:</b>	Graduates that's wants to gain workplace exposure, interested and wish to be groomed and equipped with further understanding & knowledge in the field of Business Administration (Legal and Insurance).
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<b>Applications</b>	
Interested parties to send their CV's and Supporting documents to:	
Noelene Williams: <a href="mailto:jobsindbn@feltex.co.za">jobsindbn@feltex.co.za</a>	
<b>Closing Date:</b>	17 April 2019