Administrative: Fieldworker- data collection

Location: Plettenberg Bay

Employment type: Contract

Responsibilities of role:

● Fieldworkers will be issued with capturing devices to collect and/or verify owner/occupant, property, and infrastructure details at properties in the different suburbs and towns in the Bitou Municipal area

● Fieldworkers are expected to capture accurate information during a door-to-door survey to properties.

● Interaction with property owners/tenants/occupants/representatives during visits.

● Fieldworkers are expected to work outside of office hours and on weekends, public holidays as and when required Skill sets required:

● Team player, attention to detail, time management, work well under pressure, computer literacy Role related attributes:

● Commitment, Motivated, Positivity Industry experience required:

● Administrative related

Qualifications required:

● Matric Grade 12

● Advantageous: National Certificate or Diploma in Accounting, Business Management, Internal Audit, Finance, Public Administration, or other related fields.

Experience required:

● Administration

● Preferable: Previous experience in data collection or surveys.

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