

## JOB TITLE – IT ADMIN GRADUATE

**Position reports to** : IT Admin Graduate  
**Direct Reports** : Not Applicable  
**Office Location** : Adapt IT Johannesburg Campus

## PURPOSE OF THE POSITION

The onsite IT Admin Graduate resource will be responsible for ensuring the product team delivers software that is prioritised as per business requirements.

## PRIMARY RESPONSIBILITIES FOR THE ROLE

The onsite Test Analyst Graduate resource will be responsible for the following duties:

- Assisting with planning and scheduling.
- Responsible for updating team planner and sprint boards.
- Assist Product Owner.
- Administrative product support.
- Stakeholder administrative engagement.

## MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS:

- Completed BSc Computer Science / Information Systems or BCom related degree.
- Microsoft suite proficient: Excel, PowerPoint, Word.
- Interpersonal Skills.
- Analytical.
- Problem Solving Skills.
- Negotiation Skills.
- Decision making Skills.
- Communication Skills.
- Research Skills.

## PERSONAL QUALITIES:

- Be a good communicator.
- Be organized and structured.
- Confident.
- Respectful.
- Fair.
- Integrity.
- Ability to delegate and follow up on tasks delegated.
- Practical.



**Adapt IT | Education**  
IT ADMIN GRADUATE– JOB SPECIFICATION



- Analytical.
- Have good judgement.
- Detail conscious.
- Flexible.
- Ability to Multitask.
- Dynamic.
- Flexible.
- Assertive, pro-active and initiative.
- Ability to work independently.
- Team Oriented.
- Passionate about work.
- Tolerance.
- Tact.
- Goal Oriented.
- Mature individual

Contact Person: [Mandy Barret](#)

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Vacancy Status: [Open](#)

