



We are hiring!

Office Administrator – Training Centre Operations

Location: EPIC EM Training Centre, Rand Airport (Germiston)

Position: Full-time

Start date: As soon as possible

Closing date for applications: 25 Jan 2026

EPIC EM is a high-performance emergency medicine education organisation delivering world-class training to doctors, nurses, paramedics, and multidisciplinary teams across South Africa. We operate a **busy, fast-paced training centre** based at Rand Airport and are looking for a **dynamic, capable administrator** to become a core part of our team. This is **not a quiet desk job**. It requires energy, professionalism, initiative, and a strong sense of ownership.

The Role

The Training Centre Administrator is responsible for the **day-to-day operational administration** of EPIC EM's training centre and is often the **first point of contact** for clients, instructors, and partners.

Key responsibilities include:

- Managing course administration from booking to completion
- Issuing certificates and maintaining accurate training records
- Client-facing communication (email, phone, and in person)
- Sending course confirmations, joining instructions, and follow-up correspondence
- Ordering and managing stock, manuals, and training materials from multiple providers
- Coordinating logistics for courses and instructors
- Supporting compliance and documentation requirements
- Maintaining a professional, welcoming training environment
- Actively contributing to and protecting the **EPIC EM culture and brand**

Who We're Looking For

We are looking for someone who is:

- **Dynamic, and highly motivated**
- Exceptionally **well spoken and professional**
- **Highly computer literate** (email, spreadsheets, documents, online platforms)
- Fast-learning and adaptable in a high-pressure environment
- Organised, detail-oriented, and reliable
- Comfortable managing multiple tasks simultaneously
- Proactive and keen to **innovate and improve systems**
- Able to work independently while thriving in a team culture

EPIC INSTITUTE OF EMERGENCY MEDICINE (PTY) LTD (t/a EPIC EM)

Reg. No: 2024/116618/07

E: tash@epicem.co.za **M:** +27 72 775 1187

Hangar 7

Airport Road, Rand Airport

Germiston, 1419

Gauteng, South Africa

Directors: Natasha Lachenicht
Kaleb Lachenicht
Natasha Louw
Jan Andries Coetzee
Hendrik J Louw



Requirements

- ✓ BLS or ILS provider (current with HPCSA and CPG update course completed)
- ✓ Full-time availability
- ✓ **Own reliable transport** (non-negotiable)
- ✓ Based in or able to commute daily to **Rand Airport, Germiston**
- ✓ Strong written and verbal communication skills
- ✓ Strong Microsoft office skills are a requirement (this will be assessed on interview)
- ✓ Previous administrative experience preferred (training, healthcare, or education environments advantageous)
- ✓ Traceable references

Remuneration

Salary to be negotiated on offer of employment, based on experience


Why EPIC EM?

Join a respected, values-driven organisation at the forefront of emergency and critical care education, where excellence, accountability, innovation, and psychological safety are actively prioritised. You'll work within a supportive, high-performing team, gain exposure to both national and international training programmes, and have the opportunity to grow alongside the organisation while contributing meaningfully to its future direction and impact.

How to Apply

Please submit:

- 📄 **A CV**
- 📄 **A short motivation letter** explaining why you would be a good fit for EPIC EM and this role

Applications can be sent to:  Tash@epicem.co.za

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