

We are Hiring

BUSINESS SUPPORT CO-ORDINATOR

Email your CV to
careers@babanango.com



GENERAL DESCRIPTION

The Business Support Coordinator provides high-level administrative and coordination support to the Chief Commercial Officer and the Exco team. The role is responsible for ensuring the efficient functioning of commercial operations through accurate reporting, effective stakeholder coordination, and administrative support. The incumbent plays a key role in maintaining data integrity, supporting sales performance tracking, and enabling seamless collaboration across departments and external partners within the company. The role is based in Umhlanga but could potentially be based in Johannesburg.

QUALIFICATIONS

Minimum Qualifications to Perform Role:

- Matric and tertiary qualification.

Preferred Qualification:

- Tertiary qualification in a business administration field

Minimum Period of Experience:

- Min 3 to 5 years' experience in providing high-level administrative support to senior managers and/or executives.

INTERACTION:

- **Reports To:** Chief Commercial Officer (with indirect reporting to the Chief Operations Officer due to location)
- **Internal:** EXCO Team, Board & Staff
- **External:** Service providers & Guests



Application may be submitted to careers@babanango.com

Closing date: 31 May 2026

Please note: If no communication is received within 7 days after the closing date, please accept that your application was unsuccessful.

KEY RESPONSIBILITIES

1. Executive & Team Coordination

- Effective coordination of meetings, schedules, and logistics across the senior management team
- Timely preparation and distribution of agendas, reports, and packs for board meetings
- Accurate recording and tracking of meeting outcomes, with follow-through on action items

2. Information & Reporting Management

- Consolidation and distribution of management reports, dashboards, and updates
- Ensuring accuracy, consistency, and timeliness of information shared across the leadership team
- Maintaining centralised access to key documents and reports

3. Administrative Efficiency

- Delivery of high-quality administrative support that enables efficient functioning of the senior management team
- Management of shared calendars, travel logistics, & general coordination requirements
- Preparation of presentations, correspondence, and internal communications
- Assistance with procurement and sourcing requirements

4. Data and Document Management for the AHC Group

- Maintenance of accurate, organised, and accessible filing systems (digital & physical)
- Version control and governance of key management documents
- Ensuring confidentiality and integrity of sensitive information

5. Process Improvement & Governance

- Identification and implementation of improvements to administrative and coordination processes

SKILLS

- Advanced scheduling and corporate governance procedural coordination
- Strong organisational and prioritisation ability
- Clear and professional written and verbal communication
- Accurate meeting administration (agendas, minutes, action tracking)
- General administrative and operational support competence
- Information consolidation and report preparation
- High attention to detail and data accuracy
- Document management and version control discipline
- Proficiency in Microsoft Office and collaboration tools
- Problem-solving with a proactive, process improvement mindset
- Drivers Licence is essential, and a willingness and ability to travel should it be required

CHARACTERISTICS

- Self-starter and solution focused
- Take initiative to learn and ability to work independently
- Highly organised, detail oriented and self-motivated
- Collaborative mindset and strong interpersonal skills
- Remains positive in high pressure and stressful situations
- Demonstrates critical thinking, communication, and relationship-building skills
- Action oriented, results focused, flexible and resourceful approach
- Independent problem solver
- Experience exercising discretion & confidentiality with sensitive company information