

Job Title	Staff Coordinator (Cape Town)
Job is accountable to	Client Manager

FUNCTION OF THE POSITION

White Desert is a fast-growing company which now requires a dedicated staff coordinator to manage the onboarding process for seasonal hires (approximately 60 Antarctic contractors). This is a global company, hiring staff from over 20 countries each year, across a range of technical expertise.

This role will be responsible for the all the logistics involved with bringing new members to Cape Town, and on to Antarctica as necessary, including booking travel, accommodation, organising visas and transport.

WORKING ENVIRONMENT

White Desert Ltd is a South African based tourism company providing luxury tours of Antarctica, deploying from Cape Town.

The Staff Coordinator role is based in the Cape Town office and will involve some increased working hours during season when staff arrive and depart the country. Otherwise, working hours will be standard throughout the year.

KEY ACTIVITIES/RESPONSIBILITIES

The Staff Coordinator will undertake the following:

- work with in-house teams to understand recruitment needs for each season
- Assist with recruitment process for all positions, liaising with team leaders
- Organise seasonal staff logistics in terms of flights, visas and accommodation
- Review sick/leave systems and maintain record
- Assist with the preparation of training and orientation plans for new staff
- Assist the client team as needed

REPORTING STRUCTURE

The Staff Coordinator reports to the Client Manager.

JOB SPECIFIC CRITERIA

1. Demonstrable experience of booking and arranging travel, transport and accommodation
2. Managing databases and filing systems
3. Strong experience of working in a busy, multi-tasking administration position with a focus on logistics
4. Strong interpersonal skills and experience of working in a client-facing environment.
5. Ability to be self-motivated and run own workload with minimal supervision
6. Knowledge of Antarctic/Arctic or remote working environments is preferable but not essential.