



YOLANDA KNOCK

SENIOR OFFICER

Yolanda Knock is a highly competent senior officer who fills the position of Office Administrator at SAPRIN. She brings more than two decades of knowledge and experience to this role.

Yolanda holds diplomas in Bookkeeping and Business Computing from Varsity College. Her qualifications, coupled with the extensive work experience have equipped her with an understanding of financial systems and processes.

As the SAPRIN Office Administrator Yolanda is responsible for the management and coordination of the entire administrative function for the unit. She is also tasked with the preparation and monitoring of budgets and expenses as well as compilation, reconciliation and review of financial statements.

Her role is wide ranging and includes activities such as overseeing office operations and resources, organisation of meetings, procurement, diary management and secretarial services.

Yolanda's extensive administrative and financial experience enables her to function effectively in her post. Her excellent organisational skills, multi-tasking ability and warm personality make her a good fit for the SAPRIN team.

CONTACT

@ yolanda.knock@mrc.ac.za

