



**1.1.1.1 JOB ADVERT**

**1. SUMMARY DESCRIPTION**

VACANCY	Receptionist
LOCATION	Johannesburg
ROLE PURPOSE :	To monitor the reception area, including assisting guests, switchboard and deliveries. To provide administrative support for all front office-related issues and contribute positively towards a hospitable atmosphere for all visitors to the organisation.

KEY PERFORMANCE AREAS:

1. Reception Management

- Manage incoming calls accurately ensuring that queries and requests are directed to appropriate individuals in the organisation.
- Inform relevant people of stakeholder's arrival.
- Receive and direct visitors to their destination.

2. General Administration and filing

- Maintain an effective filing system.
- Sort post and correspondence and forward to relevant employees.
- Provide administrative support when required.
- Upload requisitions on Sage system when required.
- May be required to assist with administrative support for meetings and Nedlac events.

3. Data Management

- Update and Manage SCM and stakeholder database.

4. Adhoc

- Make necessary flight car rentals and accommodation (where required).
- Confirm bookings, collate itinerary arrangement to travelers (where required).



<p>COMPETENCIES :</p> <ul style="list-style-type: none"> <li>• Communication and influence.</li> <li>• Planning and organising.</li> <li>• Problem solving.</li> <li>• Attention to detail.</li> <li>• Time management.</li> </ul>

QUALIFICATION AND EXPERIENCE	<p>Appropriate qualification at an NQF level 4 or Grade 12</p> <p>Certificate in office administration or similar</p> <p>Minimum of 2-3 years experience in a similar role</p>
REMUNERATION	<b>Negotiable</b>
LANGUAGE	English - Fluent ( Speak , Read and Write)
CLOSING DATE	8 June 2018
CV TO BE SENT TO	<a href="mailto:recruitment@nedlac.org.za">recruitment@nedlac.org.za</a>