

Vacancy

Receptionist : Rivonia

Reporting to	Regional Manager: Rivonia
Job Purpose	The Receptionist will report to the Regional Manager and is responsible for providing secretarial, clerical and administrative support in order to ensure that services within BU are provided in an effective and efficient manner.
Key Results Areas	<ul style="list-style-type: none">• Operate office equipment (copy, fax and scanning machines) with no supervision;• Manage the PABX, internet connection, printers, copier and fax machine and report all faults accordingly;• Assist in the administrative requirements of the Incubator including data input of routine reports, filing and computerised data entries;• Assist in office operations and administrative activities;• Open and close the office daily (Monday to Friday except for public holidays and other exceptions authorised by the Regional Manager);• Ad Hoc administrative support may also be required;• Oversee all Incubator visitors and ensure that Visitor and Client access registers are effectively used;• Welcome visitors and guests and cater for their needs appropriately.
Education, Skills, Knowledge and Experience	<ul style="list-style-type: none">• Senior High School Certificate or equivalent;• Proficient with Microsoft Excel and Word with computerised data entry experience with a minimum of one (1) year experience.• Job related experience is beneficial• Performance motivated• Good verbal and written communication skills essential• MS Word and Excel proficient• Ability to work under pressure in a fast-paced environment• Excellent interpersonal skills• Team player

Please note

Interested employees who meet the above requirements must forward their CV to Human Resources at: jobs@blackumbrellas.org

No late applications will be accepted

Closing date for applications: 25 August 2019