

Advertisement

Office Assistant: Eastern Cape X1

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Office Assistant: Eastern Cape**, who will report directly to the **Provincial Manager** and be based at the Eastern Cape provincial office East London.

Grading: (Role Band: B3)

Key Scale: R 147 748- R 174 040 (Total Cost to Company)

The role of this position is to:

Efficiently and effectively provide general office assistant and support in the office.

Key Performance Areas will include but not limited to the following:

- Manage the kitchen and office cleaning requirements in the office ensuring a hygiene work and office environment
- Collect and wash dishes
- Ensure dustbins are emptied and cleaned
- Clean and vacuum all offices including boardroom, meeting rooms and reception area
- Prepare boardrooms for meetings, manage and service stakeholders and guests with refreshments when required
- Assist when required with the management of the reception area and switchboard operations, always ensure professional, courteous behavior and hospitality for guests and stakeholders
- Assist receptionist with attendance to courier services and general office mail
- Maintain adequate stock levels of office supplies and groceries to efficiently deliver on the office needs and requirements
- Proactive assist with preparation for audits
- Assists with general administrative tasks and filing as required and instructed
- Perform general office assistant duties as telephonic and email communication to stakeholders as per the Manager's request
- Implement an efficient and effective office support system in the offices
- Effectively execute ad hoc tasks

Minimum Qualifications and Experience

- Matric/National Certificate/Vocational (NCV) Level 4
- Cleaning and hygiene experience and knowledge
- Ability to work with minimum supervision
- Professional telephone etiquette
- All applications must be accompanied by 6 months certified copies of all educational qualifications
- Applications received after the closing date, will not be considered. The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The company will give preference to candidates in line with the Employment Equity Plan

N: B Please include the name of the post or reference on the subject line on the subject line on the application.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment@wrseta.org.za
Correspondence will be limited to short-listed candidates only. The closing date for applications is: **12 October 2021**



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA