

## **Advertisement**

### **Office Assistant X1: HO**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Office Assistant: HO**, who will report directly to the **Senior Manager: Facilities and OHS & Security** and be based at the Head Office, Centurion.

**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 Post name 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](mailto:recruitment@wrseta.org.za). Correspondence will be limited to short-listed candidates only. The closing date for applications is: **12 October 2021**



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