

## Advertisement

### **Office Assistant: Gauteng South**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Office Assistant Gauteng South**, who will report directly to the **Senior Project Specialist** and be based at the **Gauteng South Provincial Office**.

**Grading: (Role Band: B3)**

**Salary: R166 478** (Total Cost to Company per annum)

#### **The role of this position is to:**

To efficiently and effectively provide general office assistant and support in the Offices

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

- Effective Manage the kitchen and office cleaning requirements in the offices, ensuring a clean and hygiene work and office environment at all times
- Collect and wash all cups and dishes on a regular basis
- Ensure dustbins are emptied and cleaned at all times
- Clean and vacuum all offices including boardroom, meeting rooms and reception area
- ensuring the office and meeting environment is always clean and hygiene
- Timeously set-up boardrooms for meetings and manage and service stakeholders and guests with *tea*, coffee and refreshments when required
- Assist when required with the management of the reception area and switchboard operations always ensuring professional, courteous behavior and treatment of guests and stakeholders
- Assist receptionist with the efficient and effective 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
- Proactive assistance with general administrative tasks and filing as required and instructed
- Perform general office assistant duties e.g. Fax, phone and email information to stakeholders as per the Manager's request
- Label and file documents accurately
- Implement an efficient and effective office support system in the offices
- Ensure all behaviours and conduct are aligned with the SETA values
- Knowledge and adherence to W&RSETA policies, procedures and legislation
- Effectively execute ad hoc tasks

## Minimum Qualifications and Experience

- Matric/National Certificate
- Vocational (NCV) Level 4
- Ability to work with minimum supervision
- Professional telephone etiquette
- Cleaning and hygiene experience and knowledge

## Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- 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 organization will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position on the email subject line.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR ) at [recruitment1@wrseta.org.za](mailto:recruitment1@wrseta.org.za). The closing date for applications is: **4 May 2024**