

Advertisement

Receptionist: Kwa-Zulu Natal

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a Receptionist **KZN**, who will report directly to the **Provincial Manager** and be based at the Kwa-Zulu Natal Provincial Office.

Grading: (Role Band: B4)

Salary: R205 908 (Total Cost to Company per annum)

The role of this position is to:

Efficient and effective end-to-end delivery and implementation of allocated projects and programmes: learning programmes, bursary & placements, rural development, disability, SME, career guidance, special projects in LP that will result in optimal WC W&RSETA performance and result in stakeholder satisfaction.

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

- Ensure Professionalism, Well-groomed, positive/fun demeanour and respectful behaviour with regards to all conduct with internal and external stakeholders
- Manages visitors/calls by maintaining employee, business unit and department directories
- Assists with head office safety & security by following procedures; monitoring logbook; issuing visitor badges and other protocols
- Maintains telecommunication system by following instructions for phone, switchboard and console operation
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Receive, send and ensures the correct distribution of parcels / post / fax and other documentations
- Efficient and effective control and ordering of stationery & kitchen supplies, ensuring accurate monitoring and reporting
- Sound effective and efficient administration, filing of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- Matric with switchboard and frontline office exposure
- Microsoft Office suite
- 2 Years' experience in a receptionist position
- Eloquent / good communicator
- Being fluent in multiple South African languages is an advantage

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 organisation 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 recruitment@wrseta.org.za. The closing date for applications is: **16 March 2024**