



## VACANCY

### Receptionist/Administrative Assistant

<b>Document Number:</b>	
<b>Document Owner:</b>	Operations Manager
<b>Revision:</b>	V01
<b>Revision Date:</b>	28/01/2025
<b>Approved By:</b>	
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### General Information

Title	<b>Receptionist / Administrative Assistant</b>
Department	<b>Operations</b>
Region	<b>Office Based, Brooklyn Pretoria</b>
Current Job Holder	<b>Vacant</b>
Reporting to	<b>Operations Manager</b>

### Details of Position

A **receptionist** performs clerical tasks within an office setting to support daily operations. Receptionists handle a variety of administrative support tasks, including answering phones, receiving visitors, preparing meeting and training rooms, sorting and distributing mail, and making travel plans.

An **administrative assistant** job description typically includes responsibilities like managing calendars, scheduling meetings, handling correspondence, maintaining files, ordering office supplies, and providing general support to ensure the smooth operation of an office, often working directly with managers or executives.

### Key Roles and Responsibilities

- ✓ Can work in a fast-paced environment.
- ✓ Ensuring deadlines are met while executing tasks with accuracy and efficiency.
- ✓ Scheduling meetings and conferences
- ✓ Making travel and accommodation arrangements
- ✓ Maintain meeting minutes
- ✓ Coordinate office activities
- ✓ Data entry and management
- ✓ Document preparation
- ✓ Maintaining digital and physical records of documents
- ✓ Maintain complete stock of all office supplies and accuracy of inventory
- ✓ Hospitality and housekeeping-related functions (Greeting & receiving visitors, Serving visitors).
- ✓ May handle confidential information
- ✓ Provide administrative support to executives
- ✓ Creating Filing Systems & Organize files
- ✓ Provide an array of support services to help maximize productivity and contribute to the company's overall performance.
- ✓ Responding to company calls and customer queries
- ✓ Run office-related errands

### Skills, Competencies, and Attributes

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ Administrative support</li> <li>✓ Excellent computer skills (Microsoft Office)</li> <li>✓ Valid driver's license with good driving skills</li> <li>✓ Roadworthy vehicle</li> <li>✓ Professional, clean, and neat appearance</li> <li>✓ Time management</li> <li>✓ Project management</li> <li>✓ Effective task execution</li> <li>✓ Quality work</li> <li>✓ Attention to detail</li> <li>✓ Excellent communication (verbal and writing)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Reliable</li> <li>✓ Honest</li> <li>✓ Trustworthy</li> <li>✓ Hardworking</li> <li>✓ Team player</li> <li>✓ Active listener</li> <li>✓ Adaptable</li> <li>✓ Confident</li> <li>✓ Customer focus</li> <li>✓ Charisma</li> <li>✓ Empathy</li> </ul> |
|---|---|



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**Assistant**

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- ✓ Presentation preparation
- ✓ Maintaining a professional demeanour, managing stress
- ✓ Task prioritization
- ✓ Telephone etiquette
- ✓ Data entry

- ✓ Enthusiasm
- ✓ Interpersonal skills
- ✓ Emotional intelligence
- ✓ Critical thinker
- ✓ Adaptability
- ✓ Problem-solving

**Qualifications & Experience**

1. Matric Certificate
2. Can competently speak, read, and write ENGLISH and AFRIKAANS.
3. Has a valid driver's license and can drive competently

**Salary includes:** R12000.00 to R16000.00 monthly (depending on experience)

**Application closes:** 14 February 2025

**Please send your CV, ID, and Valid driver's license to [kyla@drtemp.com](mailto:kyla@drtemp.com) to apply for this position.**

*If you have not received any feedback, please note that your application was unsuccessful.*