

Receptionist

MaXhosa Africa is currently recruiting for an experienced Receptionist to join their team in Johannesburg.

Qualifications and Experience

- Matric (Essential)
- Business Admin/ Secretarial Qualification
- At least 3 – 5 years working experience as a Receptionist
- Have a valid SA driver's license (Preferably)
- Excellent MS Office knowledge
- Knowledge of Keynote advantageous

Behavioural Competencies

- Good communications skills (verbal and in writing)
- Good interpersonal skills
- Good problem-solving skills
- Highly motivated and enthusiastic
- Ability to handle work related stress and work effectively under pressure
- Ability to work independently and ability to meet strict deadlines
- Be able to show and take initiative
- Be eager to learn and develop

Key Performance Areas

Switchboard

- Being on time on a daily basis
- Professional and prompt answering of all incoming calls
- Scrutinizing of calls (obtain sufficient details from caller to give to intended recipient of call when required e.g. who called, from where, reason for call and specifically who did the person asked to speak to)
- Taking of messages in a professional manner as well as timeous distribution thereof
- Making of calls in a professional manner, as required

Receiving and seeing off of Visitors

- Professional and friendly greeting of all visitors
- Assisting of visitors depending on their needs
- Conduct studio tours

Manage reception area and meeting rooms

- Responsible for keeping reception area in tip top condition
- Turning appliances, air-conditioners on and off
- Booking of meeting rooms and calendar updated at all times
- Ensuring that the meeting room is not hi-jacked by anyone when a meeting has been scheduled for someone else
- Make required arrangements in case of booking clashes
- Ensure all meeting rooms are clean and tidy

Managing of service providers:

- Placing orders (coffee, water, stationery, etc.) and following up until received
- Checking content of orders and signing off invoices and delivery notes

- Controlling a limited amount of petty cash to pay for food deliveries with full record keeping (all

Courier parcels packages and post:

- Dispatch courier parcels with appropriate service provider (depending on location); do follow-up tracking reports and notify sender / recipient when applicable
- Meticulous record keeping of waybills

Building maintenance

- Identify office space maintenance requirements such as dead light bulbs / tubes, broken glass or tiles, alarm problems etc.
- Bringing any building / office problems to the attention of the Office Manager
- Arranging of handyman to fix problems

General admin duties

- New staff – arrange stationery starter pack; arrange office access
- Taking of minutes of meeting
- Receiving and capturing invoices/slip
- Setting up meetings and controlling boardrooms
- Administrative support across the organization
- Filing of documents for the all departments
- Ensuring COVID-19 screening register is ready daily for staff and clients
- Capturing expense claims

Closing date: Monday. 11 October 2021 at 12 midday.

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