

## **Receptionist/Personal Assistant – Job Description**

The successful candidate will provide general office support with a variety of clerical activities and related tasks. She will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Successful candidate will also manage and source resources and conduct research on behalf of the 2 Directors.

### **Responsibilities:**

- Acting as a first point of contact: dealing with correspondence and phone calls
- Taking and retrieving messages for various personnel
- Managing diaries and organising meetings and appointments, and controlling access to the 2 Directors
- Booking and arranging travel, transport and accommodation
- Organising events and conferences when required
- Reminding the Directors of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff, suppliers and clients
- Collating and filing expenses
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information
- Coordinates the pick-up and delivery of express mail services
- Assists in the ordering, receiving, stocking and distribution of office supplies
- Assists with other related clerical duties such as photocopying, faxing, filing and collating
- Coordinate and arrange company functions/exhibitions
- Coordinate and manage minutes and action lists from meetings

## **Minimum Requirements & Experience:**

- Grade 12 (Pass)
- At least 3 years continuous experience as a personal assistant
- Advanced Microsoft Office Skills

## **Key Skills:**

- Discretion and trustworthiness
- Flexibility and adaptability
- Good oral and written communication skills
- Organisational skills and the ability to multitask
- The ability to be proactive and take the initiative
- Attention to detail
- Tact and diplomacy
- Communication skills
- A knowledge of standard software packages

Location: Randburg

Salary: R5 000 – R8 000 per month

Applications must be emailed to Kananelo. Email - [info@khano.co.za](mailto:info@khano.co.za) with subject title: Receptionist/Personal Assistant - Randburg

Successful Candidate must be available to start 01 June 2018.

Due Date: 16 May 2018

NB: Only shortlisted candidates will be contacted.