

The following dual role **vacancy has become available** within the Umhlathuze Branch and suitably qualified individuals are encouraged to apply.

Receptionist Cum Office Admin Cum General Worker – Umhlathuze Branch

Job Grade: B2 - Paterson System

Requirements: Three years solid experience within a Receptionist role. Excellent verbal and written command of the English language, intermediate knowledge of MS Office, advanced knowledge in Microsoft programmes (MS Word/ Excel/ PowerPoint etc.), The ability to work independently and take initiative, ability to work under pressure.

A driver's license will be an added advantage.

Key performance areas: As a Receptionist, be the ambassador of NCI's first impressions on the guests and visitors. Foremost responsibility is to compassionately greet all incoming guests, visitors, and contractors. Initiate the COVID 19 regulations. Help them with directions or any appropriate information. Maintaining a high level of confidentiality. Effective taking of messages. Screening of calls. Answering phone calls professionally and forwarding calls to the respective departments. Support the Branch with any Administrative tasks and various front desk duties including filing, handling, and re-directing mail. Scheduling and co-ordinating meetings Virtual/ Face to Face. Ensuring the cleanliness and COVID 19 regulations are always maintained. Hygiene and cleanliness of the Branch throughout the day is maintained. Tea/Coffee Served to guests.

Competencies required: Good verbal and written communication skills, Ability to work independently, relationship building, teamwork, problem solving, payroll, planning, organising and control skills. Planning daily tasks to accommodate for dual role.

The successful candidate must have a passion for people and be energetic. The successful candidate should be able to multi-task and work under pressure and tight deadlines.

Historically Disadvantaged Individuals are encouraged to apply within Umhlathuze Region.

Location: Umhlathuze

CLOSING DATE: 09/04/ 2021

Contact details: Please send your CV, certified copies of ID and qualifications as well as proof of residence or queries to:
hr@natci.org.za



CEO: P. Chalwa

Date: 25.03.2021