



## V A C A N C Y

### RECEPTIONIST/ GENERAL ASSISTANT

*The above-mentioned position as Receptionist / General Assistant based at Cape Town reporting to the Branch Manager has become available. Preference will be given to suitably qualified Previously Disadvantaged Individuals.*

#### **PURPOSE:**

This position reporting to the Assistant Branch Manager, oversee all duties related to Reception and General administrative work for the Branch. Successful applicant is to ensure that all processes are carried out in compliance with the ELB Equipment standards, to ensure and maintain excellent reputations with suppliers, both internal and external, whilst continuously striving for improvement of methods and systems.

#### **KEY JOB FUNCTIONS:**

##### **Administration Duties**

- Creating, typing and distribution of various documents and electronic information, as well as correspondence. spread sheets, presentations, maintain records and databases
- Answering and Screening of Calls
- Co-ordinating departmental leave applications
- Arranging Travel quotes, bookings and payments and distribution of booking confirmations
- Arranging Training facilities and luncheons for visitors
- Order placing, receiving and payment expediting
- Departmental Filing, Petty Cash, Banking, Data capture and stock taking
- Interpret instructions and issues arising and then implement actions according to administration policies and procedures
- Communicate and provide information to relevant methods internally and externally to assist and enable effective operations in the business
- Ad-hoc assignments as and when required
  
- Other duties
  - Assist with arrangements for Functions, Conferences and Exhibitions.
  - Assist with maintaining budget within the above events.

### **QUALIFICATIONS & EXPERIENCE:**

- Matriculation
- Secretarial and Administrative experience (3yrs) beneficial
- Good written and communication skills in English and Afrikaans
- Computer literate in Outlook, Word and Excel

### **PERSONAL ATTRIBUTES:**

- A high level of enthusiasm, motivation, dedication and honesty
- Numerical ability and attention to detail is essential
- Able to work effectively under pressure
- A proactive and challenging personality
- Able to solve problems and be Innovative and creative
- Sound interpersonal communication skills (internal and external liaison)
- Must have own vehicle and valid driver's licence

*Candidates that are Interested and are Suitably qualified are encouraged to apply by forwarding a copy of their application form and supporting CV's to **Athelia Hattingh in the HR**, or by e-mail ([atheliah@elbquip.co.za](mailto:atheliah@elbquip.co.za)) on or before **13 December 2017**, late applications will not be considered. Related enquiries can be directed by telephone on Ext 730. If you have not had a response a week after closing date please deem your application as unsuccessful.  
Issue date: 29 November 2017*