



Receptionist

A Total cost to company remuneration package of **R296,491.29 p.a**
(basic salary of R216 417.00 p.a salary level 5)
(NON-NEGOTIABLE)

Minimum Requirements

- Matric (NQF level 4 equivalent)
- Diploma or Certificate in Office Administration/ Secretarial studies or related (NQF level 6)
- One to two (1-2) years' experience as a Receptionist / Switchboard Operator with administrative experience.
- Excellent verbal communication skills. and fully computer literate
- Good time management skills.
- Experience with administrative processes and procedures.

Key Responsibilities

The incumbent is responsible to operate the switchboard and reception area in a professional manner so that an appropriate, positive and welcoming image of Municipal Demarcation Board (MDB) is presented at all times and callers and/or visitors are assisted or referred to the appropriate person/ office within the MDB. The incumbent is also required to maintain the administrative tasks as required of the position, but not limited to:

- Serve as a first point of contact for visitors/callers, by dealing and receiving visitors/callers promptly and courteously.
- Determine the nature of the calls/visitors and relay information, where applicable, or direct the individual to the relevant employee for assistance.
- Monitoring staff movements in and out of the office; and informing Managers accordingly.
- Operate the switchboard and reception by receiving, screening and directing calls and visitors to appropriate person/office.
- Taking detailed messages when employees are out and forwarding the messages via email or note to the employee.



- Receive, record and sign for all deliveries and forwarding to the relevant employee/office.
- Provide monthly analysis on telephone usage.
- Provide excellent customer service.
- Assist with various administrative duties, by ensuring that all the required administrative needs are met.
- Manage and confirm the availability of the boardroom bookings.
- Maintain and update staff and board members contact details for internal distribution.
- Liaise with service provider on faulty connections and operational issues affecting the Switchboard.
- Assist with administrative duties in the Unit: Minutes-taking; Capture and retrieve documents on the Document Management System (Share point); Courier and postal services; etc
- Assist with ad-hoc administrative duties in other Divisions: Map and data set sales, and queries from stakeholders; provide information to clients and respond to callers or client's enquiries, i.e. MDB operations, projects, advertised tenders; etc.

Interested persons are invited to submit their detailed CV's accompanied by certified copies of their qualifications and ID via email application to: recruitment@demarcation.org.za,

For enquiries of the post: **Thembisile@demarcation.org.za**.

Applicants will be required to give consent in terms of POPI Act for MDB to conduct pre-employment verification checks.

Closing date: 12 July 2024. Late applications will not be considered and if you have not heard from the MDB within two months of the closing date, please accept that your application had been unsuccessful.

NB: EE Preference will be given to Persons with Disabilities, Coloured Males and Indian Males.

The Board reserves the right not to make any appointment.