

JOB PROFILE

JOB TITLE	Secretary / Receptionist
REPORTING TO	Branch Manager
MAIN PURPOSE OF THE JOB	Provide a secretarial and administrative service to the Branch by ensuring that day-to-day operations in the Branch office are co-ordinated and managed effectively and efficiently. The position will also answer and direct calls to the relevant people, as well as receive and welcome guests in the Branch.
NO. OF INCUMBENTS	1
LOCATION	Eastern Cape: Amathole Branch
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ❖ A recognised secretary or executive secretary qualification ❖ 3 - 5 years experience working as a Personal Assistant or Senior Secretary & Switchboard operator
KEY PERFORMANCE AREA	<ul style="list-style-type: none"> ❖ Secretarial Duties ❖ Administrative Support ❖ Switchboard and reception services
PREFERRED MINIMUM KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ❖ Comprehensive knowledge of secretarial, administrative, switchboard and reception duties and responsibilities ❖ Advanced knowledge of Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, Scheduler)
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Interpersonal Skills ❖ Written and Oral Communication ❖ Planning and Organising
ADDITIONAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Team Player ❖ Flexibility ❖ Customer orientation
	<p>To apply, please send your CV to recruitmentec@seda.org.za</p> <p>Please specify the position and branch you are applying for in the subject line.</p> <p>Closing Date: 02 February 2012</p>