



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Receptionist		
DURATION	Twelve (12) Months Fixed Term Contract		
REPORTING TO	Manager: Facilities		
JOB GRADE	B2	Minimum	Midpoint
	CTC	R 177 806.00	R 209 183.00
NO. OF INCUMBENTS	1		
DIVISION	Corporate Services		
LOCATION	National Office		
MAIN PURPOSE OF THE JOB	To provide professional front-line reception services at the Seda National Office		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Manage switch board by screening incoming calls and transferring to relevant department or staff ❖ Attend to guests and direct/provide information to relevant stakeholders ❖ Receive and register incoming courier deliveries to Seda National Office ❖ Control information material relevant to reception area and ensure the reception area is maintained in a presentable state at all times ❖ Perform general administrative tasks 		
REQUIRED MINIMUM QUALIFICATION	<ul style="list-style-type: none"> ❖ Matric (NQF Level 4) ❖ Customer Service Certificate as added advantage 		

REQUIRED MINIMUM WORK EXPERIENCE	❖ 1-2 years Reception with Switchboard and Customer Service work experience
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Communication ❖ Stakeholder Engagement ❖ Analytical ❖ Planning & Organising ❖ Performance Driven ❖ Administrative Diligence ❖ Team-Work ❖ Basic Computer Skills

NB: It is the organization’s intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). **Previously Disadvantaged Individuals are encouraged to APPLY.**

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful. **Proposed offers will be made from Minimum to Midpoint as advertised.**

- ❖ Only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.
- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal.
- ❖ Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to recruitment@se-da.org.za

Please state the position you are applying for in the subject line. **Closing Date: 23 July 2024**