

**JOB PROFILE**

<b>JOB TITLE</b>	Receptionist		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	Branch Manager		
<b>JOB GRADE</b>	B2	Minimum	Midpoint
	TOTAL CTC	R177 806	R209 183
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Enterprise Development Division		
<b>LOCATION</b>	North West: DR Kenneth Kaunda Branch		
<b>MAIN PURPOSE OF THE JOB</b>	To provide reception services, welcome visitors and maintain the reception area in a professional manner		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Provide switchboard services by screening incoming calls and transferring to relevant staff in Branch.</li> <li>❖ Provide reception and administrative services</li> <li>❖ Handling face-to-face enquiries from visitors</li> <li>❖ Control inventory relevant to reception area and ensure the reception area is maintained in a presentable state at all times.</li> <li>❖ Plan and coordinate support personnel diaries.</li> <li>❖ Coordinate Branch fleet.</li> </ul>		
<b>REQUIRED MINIMUM EDUCATION</b>	<ul style="list-style-type: none"> <li>❖ Matric (NQF level 4)</li> <li>❖ Office Administration Certificate as added advantage</li> </ul>		
<b>REQUIRED WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 1-2 year's relevant work experience</li> </ul> <p>Able to demonstrate:</p>		

	<ul style="list-style-type: none"> <li>❖ Knowledge of switchboard system</li> <li>❖ Computer literacy</li> <li>❖ Knowledge of Seda products and services and Seda’s role within the SMME Sector</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Advisory Service</li> <li>❖ Communication</li> <li>❖ Stakeholder Engagement</li> <li>❖ Analytical</li> <li>❖ Business Acumen</li> <li>❖ Problem-Solving &amp; Decision-Making</li> <li>❖ Planning &amp; Organising</li> <li>❖ Monitoring &amp; Evaluation</li> <li>❖ Performance Driven</li> <li>❖ Administrative Diligence</li> <li>❖ Team Work</li> <li>❖ Adaptability &amp; Flexibility</li> <li>❖ Policy Adherence</li> <li>❖ Negotiation</li> <li>❖ Basic Computer Skills</li> <li>❖ Financial Acumen</li> <li>❖ Office Management</li> </ul>
<p><b>NB:</b> It is the organisation’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). <b>Previously Disadvantaged Individuals are encouraged to APPLY.</b></p> <p>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. <b>Proposed offers will be made from Minimum to Midpoint as advertise.</b></p> <ul style="list-style-type: none"> <li>❖ 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).</li> </ul>	

- ❖ 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 [recruitmentnw@seda.org.za](mailto:recruitmentnw@seda.org.za)

Please state the position you are applying for in the subject line.

**Closing Date: 31 July 2024**