

<b>Job Title:</b>	RECEPTIONIST (2 months)
<b>Organisation:</b>	NEMISA
<b>Department:</b>	HUMAN RESOURCES
<b>Location:</b>	Gauteng
<b>Level/Notch:</b>	Level 5, Notch 5
<b>Upward Reporting Relationships:</b>	HR MANAGER
<b>Reference Number:</b>	NEM-REC

### MAIN PURPOSE OF JOB

To provide effective, efficient and professional support in the coordination of front-desk activities, including the distribution of correspondence and directing of phone calls and mail to Institute employees.

### JOB OBJECTIVES

- Coordinate and direct incoming calls for the Institute in a professional manner
- Provide message service for non-transferable calls and ensure that recipients receive messages in a timely manner
- Receive all Institute guests in a professional manner and advise guest recipient of their presence
- Promote the integrity and brand of the Institute by ensuring that the front desk and related area is clean and in order
- Ensure that accurate information is conveyed to all stakeholders on Institute business and employees
- Order front-desk supplies as required and in line with Institute policies and procedures
- Ensure appropriate access control and advise Manager of bridge of security.
- Receive, sort and direct all mail (electronic and physical) for the Institute
- Provide administrative support in the filing, photocopying, transcribing and faxing of documents as required
- Coordinate courier services as required, and follow up on documents and packages, in line with SCM processes
- Provide support in the logistical arrangements for Institute employees and guests as requested from time to time

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuthi Phukubje and Mr Moraka Mello  
Executive Directors: Ms Mymoena Ismail (CEO); Mr Thilivhali Ramawa (CFO)  
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



		Essential	Desirable
<b>Education: Formal Qualifications</b> <i>Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, technikons, colleges, etc.</i>			
<b>Level of Education:</b>	Diploma or equivalent in Administration 2-3+ years' experience in Reception and Front Desk Management and Coordination		
		Duration / Time	Essential
<b>Job related Work Experience</b> <i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.</i>			
<ul style="list-style-type: none"> <li>Knowledge of Public Service protocols and announcements</li> <li>Use of telephonic equipment and electronic mail</li> </ul>		2 years	✓

		Duration / Time	Essential	Desirable
<b>Job related Knowledge</b> <i>Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.</i>				
Fully Computer Literate with excellent working knowledge of MS Word and MS Excel		12 Months	✓	
Must be able to use own initiative		12 Months	✓	
Must be able to work in a team		12 Months	✓	
Must be able to work under pressure		12 Months	✓	
Must have good Communication Skills		12 Months	✓	

**Important note:**

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: [Recruitment@nemisa.co.za](mailto:Recruitment@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: 16 May 2018 (10h00am)

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.*