

ADVERT



POSITION: CLEANER WESTERN CAPE REGION (George Office)

Job Purpose: Performs cleaning and general office duties for a regional office under general supervision of the Office Administrator.

Job Objectives:

1. Ensure high standards of cleanliness and hygiene at all times for the regional office including dusting, vacuuming, emptying of bins and spring cleaning once a month
2. Report any defects in equipment or office materials to the office administrator to ensure health and safety procedures are followed and to enable repairs to be carried out.
3. Boardroom/Meeting room management to ensure clean, ready for meetings and to ensure that beverages are set out timeously for meetings
4. Stand in for the Office Administrator when on leave or out of the office which includes the following:
 - a. Petty cash invoice reconciliation and submission to head office
 - b. Administrative assistance and support to agents for all queries and referrals
 - c. Handle all walk in and phone queries for the regional office
 - d. Preparation of enforcement files with all the required printouts and documentation needed to proceed
 - e. Preparation of monthly reports which are then referred to senior agents for checking
 - f. Answering of telephone
 - g. Referral of complex queries to senior agents for follow up and resolution
 - h. Access Telnet for all required information needed for queries handled

Requirements Knowledge:

- Computer literacy
- Mathematical literacy
- Communication Skills
- Client Service Orientation

Related Skills:

- Administrative skills
- Communication skills

Education; Qualification & Experience

- Grade 12
- Basic Computer Literacy

Remuneration Grade: B1

It is the Council's intention to promote equity through the filling of all numeric targets as contained in the EE Plan, first preference will be given to White Males and/or Indian Males.

Applications: All applications accompanied by comprehensive word format resume' must be forwarded to the **NBCRFI** Human Resources department via email address <mailto:nozuko.nzolo@nbcrfi.co.za> before the closing date.

Closing date: 25 November 2022

Should you not hear from us 30 days after the closing date, please consider your application unsuccessful.

PROTECTION OF PERSONAL INFORMATION ACT.

Personal information collected and processed for purposes of recruitment will be protected from unauthorised access and improper use or disclosure.

DECLARATION AND INFORMED CONSENT.

By submitting your application for the advertised role, you give Council permission to process your personal information and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.