

ADVERTISEMENT

FRONT DESK RECEPTIONIST: KZN OPERATIONS (DURBAN OFFICE)

Purpose of the Job

To enhance the effectiveness of the office by providing information, management support and effective diary management, client services and timeous and appropriate responses to queries and requests to the office.

Job Description/ Objectives:

- Responsible for the first level support to the Regional Office
- Provide a welcome and receptionist function for all visitors or callers to the office
- Screening of calls and transferring of calls to the correct person or section
- Attend to walk-in clients, receiving and checking correctness of dispute referrals forms
- Attend to general stakeholders' queries and providing proper and timeous feedback
- Filing of documents
- Provide an effective time and diary management service for the Regional Manager
- Purchase and control office stationery
- Manage petty cash box, requisitions and monthly reconciliations
- Taking minutes in meetings
- Receiving parcels and distributing it accordingly
- Assistance with catering for office events
- Effective multi-tasking and perform ad-hoc tasks as assigned by respective line management

Required Knowledge

- Knowledge of general business practice and processes
- Good verbal and written communication skills
- Computer literacy
- Strong administrative skills
- Effective time management

- Interpersonal skills

Related Skills

The successful candidate must possess the following skills and competencies:

- Attention to detail
- Assertiveness
- Self-motivated
- Team Player
- Organising and problem-solving abilities
- Effective time management
- Confident self-starter

Qualifications and Experience

- Matric Certificate
- Customer Care Certificate/ training
- A minimum 2 – 3 years' related experience

Remuneration Grade: B4

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

NB: Applicants must be South African Citizens.

Applications accompanied by a comprehensive WORD/PDF format CV with qualifications must be forwarded to the NBCRFLI Human Resources Department via e-mail to recruitment-ms@nbcrfli.co.za before the closing date.

Closing date: 23 July 2025

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.