

INTERNAL / EXTERNAL ADVERT

Business Unit: Corporate Services		Date: 23 July 2024
Job Title:	Receptionist	
Reference:	TIKZN/10/2024	
Reporting to:	General Manager: Marketing & Communications	
Job Grade:	B2	
Duration:	Permanent	

Brief Outline of Duties:

To ensure professional management and running of the TIKZN reception area, which includes the operation of the switchboard as well as office administration activities as and when necessary.

KEY PERFORMANCE AREAS (Among others)

1. Front office management.
2. Service provider liaison.
3. Office administration.
4. Boardroom booking management.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- National Senior Certificate / Matric.

Experience:

- A minimum of two (2) years’ reception or customer service experience and experience on operating a switchboard is essential.

PROFESSIONAL COMPETENCIES

- Business language proficiency.
- General office practices.
- Professionalism

KwaZulu-Natal Office

Trade & Investment House, 1 Arundel Close,
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Gauteng Office

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DIRECTORS: K S Shandu (Interim Chairperson), U Maharaj, D Naidoo, E M Nkosi, E B Mkhize, S K Mpungose, R N Ngcamu (Acting CEO), X Cele (Acting CFO)

PERSONAL ATTRIBUTES

- Organisational and Planning Skills.
- Good verbal and written communication skills.
- Computer Literate at an intermediate level.
- Professional manner.
- Good interpersonal skills.
- Good Telephonic Etiquette.

CLOSING DATE: 16 August 2024 @ 00h00

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to vacancies@tikzn.co.za

Equity Statement

TIKZN is committed to Employment Equity when recruiting internally and externally and will ensure our recruitment process is in line with achieving our Employment Equity goals. People with Disabilities are encouraged to apply. Prospective employees will be subjected to competency assessments and background checks as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)