Receptionist/Admin Assistant

Remuneration:	negotiable basic salary
Location:	Johannesburg, Northriding
Education level:	Matric
Job level:	Junior/Mid
Own transport required:	Yes
Type:	Permanent
Reference:	#WOTWRECEPT
Company:	Writing on the Wall

We are an award winning industry leader in the retail environment, offering our clients a wide range of services ranging from print, shop fitting to events and activations.

We are looking a receptionist / admin assistant to perform the following functions:

- Keeping the reception area tidy
- Answering and forwarding phone calls with an excellent phone manner
- Screening phone calls
- Taking of messages
- Excellent communications skills with both clients and staff
- Arranging couriers, and ensuring the relevant paperwork is done.
    - This includes arranging quotes for approval, and making sure items reach their destination
- General admin tasks
    - This includes filing of important documents and keeping them organised
    - Tracking and filing of delivery notes
    - Tracking and filing of job tickets and invoices
- Preparation and printing of labels for various parcels
- Knowledge of the Microsoft Office suite, especially Excel, Word and Outlook
- Receiving orders from suppliers, and ensuring the correct department receives the ordered materials

Required:

- Excellent spoken manner and communication skills
- Excellent organisational skills
- Well presented
- Knowledge of the Microsoft Office suite, especially Excel, Word and Outlook
- Excellent phone manner
- Friendly and personable

If you feel this job was made for you, please send you CV letter to the address provided.

Successful candidates will be contacted directly. Please do not call us, we will call you.

Posted on 06 May 08:23, Closing date 2 Jul

Apply by email

Sheldon Hall
cvs@writingonthewall.co.za

Or apply with your Biz CV

Create your CV once, and thereafter you can apply to this ad and future job ads easily.

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