

SIMERA

technology group

Junior Receptionist

SIMERA Technology Group, Somerset West, Western Cape

SIMERA is looking to hire a full-time Junior Receptionist to join their team.

We are looking for a vibrant person with loads of positive energy and a can-do attitude who will fit right in with our dynamic team of Professionals. You will be the first point of contact for our company and therefore should have a pleasant personality.

Simera Technology Group specialises in mechanical and mechatronic engineering design and development. Our clients are national and international businesses.

Responsibilities and duties:

Our Junior Receptionist's duties include, but are not limited to, answering switchboard and offering administrative support across the company. You will also assist with front-desk activities, including, but not limited to, distributing and sending correspondence, redirecting phone calls, liaising with courier services, purchasing of office supplies, ordering of stationery, assisting staff with travel arrangements, maintaining Boardroom/meeting room/staff "whereabouts" calendars, and performing ad hoc tasks as assigned.

Competencies:

- Good interpersonal skills
- Attention to detail
- Professional attitude and appearance
- Solid written and verbal communication in English and Afrikaans
- Excellent administrative and organizational skills
- Ability to be resourceful and proactive when issues arise

Requirements:

Minimum - Matric/Grade 12 or equivalent

Proficient in Microsoft Outlook, Word and Excel

Minimum One (1) year proven work experience as a Receptionist, Front Office Representative or similar role

Driver's license and own transport essential

Remuneration will be discussed with the successful candidate

Closing date: 16 February 2018 (No late applications will be accepted)

Should you not hear from us within 7 days after the closing date, consider your application unsuccessful.

Please email a detailed CV and contactable references to admin@simera.co.za