
**Lejwe Le Putswa Development Agency invites candidates internally to apply
for the following position
Position: RECEPTIONIST INTERNSHIP**

Requirements:

- Grade 12
- Work experience in office administration
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multi-tasking and time-management skills, with the ability to prioritize tasks


Key Performance Areas

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

Applications can be delivered to 333 Gerrie Kemp Building, 2nd Floor, 310 State-Way Road, Welkom, 9459 or e-mailed to bamnguni@lejwelda.org.za/
secretary.ceo@lejwelda.org.za for attention of the CEO Mr BA Mnguni.

Closing Date: 22 October 2019

Enquiries: Ms Portia Matshai @ 057 352 3361/secretary.ceo@lejwelda.org.za


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Mr BA Mnguni
Chief Executive Officer