



ARCHIEVING CLERK

Salary: (T5/B2) R11 183.00 per month basic excluding benefits

JOB PURPOSE

Establish and maintain the effective and efficient operations of the Company's archives under the general guidance and supervision of the Archives and Records Officer.

DUTIES AND RESPONSIBILITIES

- Storing and preserving documents in accordance with legislative requirements
- Keep records of documents filed or removed, using logbooks or computers.
- Evaluating, selecting, retrieving and arranging documentary materials.
- Making the archives accessible to a wide range of users.
- Add new documents to file records, and create new records as necessary.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Track documents removed from files in order to ensure that borrowed files are returned.
- Gather documents to be filed from departments and employees.
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Find and retrieve information from files in response to requests from authorized users.
- Scan or read incoming documents in order to determine how and where they should be classified or filed.
- Place documents into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
- Support the Archives and Records Officer in all activities required for ensuring the successful operations of the Archives
- Perform miscellaneous job-related duties as assigned

QUALIFICATIONS

- Grade 12
- Up to 1 years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment
Email to: archive-clerk@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

Employment Equity Target Indian Female

The closing date is 8 February 2023 at 12:00 pm

 26/01/2023