



Joburg|Market

Joburg Market (SOC) Ltd

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www.joburg.org.za

GENERAL ASSISTANT

Salary: R11 183.00 (T5/B1) per month basic excluding benefits

JOB PURPOSE

To assist the general administration officer with activities associated with; stationery supply and cleaning services for administration offices. Under general supervision administer the clerical and administration operations of the company.

DUTIES AND RESPONSIBILITIES

- Receive and sign for stationery and cleaning material from the suppliers, Pack stationery into storeroom.
- Distribute stationery as and when requested by employees, Conduct monthly stock take
- Compile inventory list on a weekly / monthly basis
- Ensure photocopiers are adequately stocked with printing paper
- Facilitate through Supply Chain the procurement of stationery, cleaning equipment, and other office consumables
- Monitor and ensure that the quality of supplies procured are in accordance to the relevant standard
- Update the notice boards with current information such as job adverts, notices, circulars, memos etc. (remove expired documents when necessary)

QUALIFICATIONS

Grade 12 / NQF 4 plus 1 year post Matric qualification

2 years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment.

Email to general-assistant@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.

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

PLEASE DO NOT COMPLETE THE APPLICATION FORM

N. B. Applicants from Indian, Colored and White population Groups are encouraged.

The closing date is 09 September 2022 at 12:00 pm.

Shagotsa

31/08/2022