



Joburg|Market

Joburg Market (SOC) Ltd

Heidelberg Road
City Deep
Johannesburg
2049

PO Box 86007
City Deep,
Johannesburg
South Africa
2049

Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381
E-mail: info@joburgmarket.co.za

www.joburgmarket.co.za
www.joburg.org.za

RECEPTIONIST X2

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

JOB PURPOSE

Oversee and manage the reception area. Receives and directs callers and / or visitors, but also performs a variety of routine clerical tasks as assigned.

DUTIES AND RESPONSIBILITIES

- Maintenance of the reception area
- Greets visitors, determines nature of business, directs them to appropriate office/person and notifies appropriate person of visitor's arrival;
- Answers inquiries and provides factual information verbally or by giving visitor relevant literature
- Maintain visitors and after hours attendance book
- Ensure visitors complete visitors book
- Directs visitors, based on nature of enquiry to appropriate office/person
- Provides factual information pertaining to company
- Performs miscellaneous job-related duties as assigned

QUALIFICATIONS

- Grade 12
- Secretarial / Office Management Certificate
- 2 to 3 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: receptionist@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.

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

The closing date is 26 November 2022 at 12:00 pm.