





# BALWIN PROPERTIES

## CAREER OPPORTUNITY







### Office Administrator & Receptionist

#### QUALIFICATIONS & EXPERIENCE REQUIRED
























-  Matric and Diploma
-  3+ Years Working Experience as Receptionist / PA / Office Admin
-  Experience Type : Property, Administration, Assistant
-  Required: Must have a valid drivers license, strong computer and admin skills

Position Type:	<b>Permanent</b>
Job Role:	<b>Receptionist, Office Admin and PA</b>
Location:	<b>Corner Atterburry and Bushveld Joy Road Mooikloof, Pretoria</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>










#### SKILLS REQUIREMENTS

-  Telephone management and Computer Skills
-  Strong administration skills and background
-  Boardroom management
-  Courier management
-  Ordering of stationery and stock
-  Handovers

#### DUTIES AND RESPONSIBILITIES

-  Deal with voicemails, VC calls, boardroom bookings.
-  Deal with all clients entering the reception and calling on the phone courteously and efficiently.
-  Screen all incoming calls accurately and direct calls to the relevant staff or help the person calling to the best of her ability. If the person they are looking for is not available, take accurate messages and email them through to the relevant staff member.
-  Deal with all postage matters including receiving of all mail and registered mail, direct it to the correct department and staff.
-  Arrange courier deliveries and outgoing postage when required.
-  Receive any incoming courier deliveries and direct to the correct department and staff.
-  Ensures that the reception area is neat and tidy at all times and is kept cleaned daily.
-  Checking of monthly cell phone claims of all Tshwane staff.
-  Receive, sign and log for all deliveries coming in and going out of the office and inform the relevant staff
-  Efficiently book and manage boardrooms for meetings
-  Assist with any requirements with regards to dealing with Municipal Offices.
-  Arrangement of snacks and food for meetings. Ensuring that snacks are purchased and/or ordered timeously.
-  Assist with handovers if required.
-  Assisting with any admin and/or overflow admin work required by departments in the region.
-  Ordering of monthly stationery and supplies for all Tshwane sites and office.
-  Ensuring that plants and office is neat and well maintained.
-  Assisting the General Manager with the management of office responsibilities, such as arranging for office furniture, art work etc.
-  Ensuring that equipment in the office is well maintained and if there are issues to ensure that these are resolved (ie printers, coffee machines etc)
-  Managing of office cleaner.
-  Fulfill all PA responsibilities for the General Manager of the region, such as setting up meetings, diary management, taking minutes and ensuring action items are monitored and executed.
-  Assisting with the preparation of presentations and documents ahead of meetings.
-  Contacting various stakeholders as required by the General Manager.
-  Assisting the General Manager and other team members in the office and providing support to the Tshwane team as needed.

#### SKILLS AND TRAITS

-  Deadline driven
-  Good communication skills
-  Ability to work well under pressure
-  Ability to work on multiple tasks
-  Excellent time management
-  Reliable and dependable
-  Work in a structured and orderly fashion
-  Excellent and planning and organising
-  Strong attention to detail

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

