

BALWIN PROPERTIES

CAREER OPPORTUNITY



Receptionist KZN

QUALIFICATIONS & EXPERIENCE REQUIRED

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

Position Type:	Permanent
Job Role:	Receptionist
Location:	Suite 5, Corporate Park, 11 Sinembe Crescent, La Lucia
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

SKILLS REQUIREMENTS

- Telephone management
- Client care and assistance
- Boardroom management
- Courier management
- Maintenance of reception area
- Ordering of stationery and stock
- Handovers

DUTIES AND RESPONSIBILITIES

- Deals with all matters at reception, answering of all calls within the given time frame
- Deal with voicemails, VC calls, boardroom bookings.
- Manage all voicemails effectively – ensuring that messages are relayed timeously and accurately.
- 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.
- Ordering of monthly stationery for all KZN sites and office.
- Ordering of monthly groceries for the KZN office.
- Checking of monthly cell phone claims of all KZN staff.
- Working with the Office Manager on any overflow admin work in the office
- Assist with any requirements with regards to dealing with Municipal Offices.
- 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
- Order Director's lunches when required.
- 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 business.

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

