

JOB POSTING

POSITION: RECEPTIONIST

DIVISION: MULTIKNIT

SITE: WHITE RIVER

DEPARTMENT: FINANCE

MAIN PURPOSE OF JOB:

The main purpose of this position is to ensure that all visitors/clients are received and dealt with in a professional and courteous manner and to provide an office an administrative support function to the Company.

RESPONSIBILITIES

- Provide a professional and friendly reception service at all times by ensuring that visitors and staff are welcomed in the reception area;
- Ensure all clients are welcomed and treated with respect and are dealt with in a professional manner;
- Ensure the front desk and lobby areas are kept neat and organized. This includes responsibility for newspapers and magazines displayed in the reception area;
- Ensure effective call handling and transfer of all calls as well as taking and conveying messages;
- Exercise tact, patience, diplomacy and professionalism at all times in responding to callers, regardless of customer's' issue or demeanour;
- Assist with general office duties and filing as well as cash sales;
- Provide assistance to other staff members as and when required;
- Booking of conference and meeting rooms when requested and assist with catering requirements;
- Accept and organise courier deliveries and notify the recipient of their arrival;
- Receive, sort and distribute incoming and outgoing mail and deliveries;
- Monitor visitor access to the building and maintain security awareness;
- Inform personnel of visitors;

KEY SKILLS AND EXPERIENCE

- 2 years administrative experience
- The ability to deal politely and efficiently with visitors, customers, the public and staff;
- Have a professional, personal presentation;
- Committed to excellent customer service;
- Excellent verbal communication skills;
- Ability to remain calm in difficult situations;
- The ability to manage, identify and prioritise your own workload;
- Must be reliable, organised and have a positive attitude;
- Responsible for own transport.

Closing date: 2 October 2020 – applications and CV's to be submitted to HR Department:
(cv@multiknit.co.za)

Please remember to quote position you apply for in the subject line.

**Only candidates with relevant experience will be considered.
Multiknit is an equal opportunity Employer.**