



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

Receptionist (HEIDELBERG SATELLITE OFFICE)

Purpose of position

To provide reception, switchboard and general administrative support in order to ensure that GEP is portrayed in an effective, efficient and professional manner.

Key Responsibilities:

- Meet and greet customers in a professional and courteous manner
- Receive deliveries and ensure relevant sign-off takes place in accordance with policies and procedures and distribute to the correct role player/s
- Secure and book meeting rooms
- Maintain the reception area to ensure it is kept neat and tidy at all times
- Answer and screen incoming calls and direct calls to the relevant role players
- Take accurate and detailed messages when relevant staff members are not available
- Relay messages to the relevant staff member/s timeously
- Attend to client queries or redirect queries to the relevant role players i.e. explain service offerings of GEP to clients
- Provide forms to walk-in clients, submit to Information Officer.
- Monitor the availability of stock for stationery and groceries
- Order stationery and groceries for the office by preparing requisitions and submitting to the Regional Operations Manager for sign-off

Minimum Requirements:

- Grade 12 /Matric
- 1 year relevant experience in reception or switchboard
- Ability to work with MS Office packages, i.e. Word, Excel, PowerPoint

Competencies:

- Good communication and interpersonal skills
- Telephone etiquette
- Professional and courteous

- Organised, methodical and pays attention to details

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: recruitment@gep.co.za, with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.