

Receptionist

Based in Limpopo (Polokwane), Ref: 26/07/08
Cluster: Human Capital and Corporate Services
Remuneration package: A competitive salary package with benefits

“Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact”

Reporting to Manager: Finance and Corporate Services, the incumbent's role and responsibilities shall include the following:

KEY PERFORMANCE AREAS

■ Ensure that the front desk is professionally managed at all times ■ Coordinate logistics, boardroom meetings as indicated by requesting units ■ Provide secretarial support in terms of administration of records, collecting and forwarding the correct information to staff ■ Enhance, organise, facilitate and manage external, internal calls and messages from visitors ■ Screen incoming calls ■ Assist and support other stakeholders and municipalities with information on their queries ■ Establish an independent reporting mechanism in respect of frontline tasks ■ Assist with access control for entry into SALGA office ■ Monitor and manage visitors at the front desk ■ Capturing and sending all telephone messages to staff members through the Electronic Messaging System ■ Updating and monitoring of the telephone list ■ Any other responsibilities as and when required.

QUALIFICATIONS AND EXPERIENCE

- Applicants must be in possession of Matric with 0 - 1 year experience as a Receptionist, Client / Customer Services personnel
- Must have Customer Service / Relations certificate
- Worked in an office work environment.

CORE KNOWLEDGE, SKILLS AND BEHAVIOUR

- Good verbal and written communication skills
- Strong interpersonal relations skills
- Ability to handle difficult customers
- Ability to screen calls and prioritize accordingly
- Ability to provide basic information to caller's
- Ability to handle pressure
- Multi-tasking
- Computer literacy
- Culture fit: SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job.

Suitably qualified and experienced candidates must apply on www.cvspaces.co.za.

Closing Date: 7 August 2026

NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position. All appointments will be made in line with the SALGA'S

Employment Equity Plan 