



Mbuyelo Coal (Pty) Ltd
a subsidiary of Mbuyelo Group (Pty) Ltd

Front Desk Officer/Receptionist Internal/External Advert

GROUP FUNCTION / BUSINESS UNIT			
	Mbuyelo Coal	CLOSING DATE	12 September 2019
OPERATION	Mbuyelo Coal	JOB LEVEL	B-Level
		JOB REF NO.	MC0001
LOCATION	Witbank, Mpumalanga		
DISCIPLINE	Administration		
DEPARTMENT	Administration/ Office Support		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	PA to COO		
ROLE SUMMARY (PURPOSE)			
The role is the first point of contact for the Company and the incumbent will provide reception and administrative support to the company as a whole			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
<ul style="list-style-type: none">• Attend to all visitors and guests and redirect them to the office administrator• Re-direct guest and visitors in the absence of the Office administrator• Receive incoming calls in a professional and friendly manner• Redirect the call to the relevant office• Take messages for the staff and head of the unit when they are unavailable• Evaluate caller's enquiries, requirements and problems• Ensure confidentiality when communicating with callers• Manage and maintain a safe and clean reception area• Report any problems with telephone/switchboard to IT• Type the document for the unit• Make photocopies and print-outs required by any management, the Communications Department and the entire staff• Assist with any additional duties as requested by management• Making copies of necessary documentation as and when requested• Ordering of office supplies• Make bookings for a boardroom when requested by staff members and assist with preparing the boardroom for meetings e.g. make coffee, tea and supply water and biscuits.• Send a confirmation email to the relevant manager regarding the date, time and booking of the boardroom• Inform managers if the boardroom is not available for the that specific time• Assisting co-workers with filing or typing• Check all windows and taps before leaving the office daily. Ensure that lights are switched off at the end of the day			

REQUIREMENTS

QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE

- Matric
- Two (2) years Qualification / N6 Certificates
- MS Office qualification
- At least two (2) years' front office experience
- Driver's license will be an added advantage

ADDITIONAL INFORMATION

- Mbuyelo Coal shall apply the Employment Equity principles as set out in Company's Employment Equity Policy
- Incomplete CV's and/or applications will not be considered.
- If you do not hear from the Company within **21 days** after the closing of the advert, please consider your application to be unsuccessful.
- Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying

CONTACT DETAILS

e-mail quoting reference number: **MC0001**
to: hr@mbuyelo.com