

## RECEPTIONIST INTERN VACANCY

### The role of a Receptionist Intern

This role provides support to the SAFDA Ridge Office with front desk monitoring, accommodation booking and events coordination activities and administrative tasks.

### Key Performance Areas

- Provide a front-end reception service for SAFDA Ridge Office.
- Co-ordination of Stakeholder meetings, liaising with stakeholders and securing dates for meetings.
- Co-ordination of all flight, accommodation, and car hire.
- Securing venues, refreshments and other resources for meetings, management of logistical support of the day of the meeting / event.
- General administration tasks.

### Requirements for the job

- TVET N3 / N4 Office Administration and/or Business Administration qualification.
- Excellent computer skills for MS Office, including Excel, PowerPoint, Outlook and MS Teams.
- Good organisational, interpersonal, and analytical skills.
- Excellent verbal/written communication and editing skills.
- Efficiently and professionally manage the reception and front desk functions.
- Professionally answer and manage the switchboard, assist, and refer calls to staff members.
- Accept and send parcels using courier services.
- Ability to work under pressure and attention to details.
- A valid driver's license – added advantage.

### Application Process

Submit your motivation and CV to [hrapplications@sa-fda.org.za](mailto:hrapplications@sa-fda.org.za) clearly demonstrating your suitability for the job and position you applying for. Closing date for the applications is **Friday, 29<sup>th</sup> March 2024 at 12:00**. Communication will be limited to shortlisted candidates who will be contacted within one week of the closing date.