

POST 19 : RECEPTIONIST X4
SALARY : R 183 279 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 4)
DURATION : 3 YEAR CONTRACT
CENTRE : CENTRAL OFFICE (REF NO: CO25/1/25)
Email Address : receptionist2525@ikhala.edu.za
CENTRE : ALIWAL NORTH ENGINEERING CAMPUS (REF NO: ANE26/1/25)
Email Address : receptionist2625@ikhala.edu.za
CENTRE : STERKSPRUIT ENGINEERING CAMPUS (REF NO: SSE27/1/25)
Email Address : receptionist2725@ikhala.edu.za
CENTRE : EZIBELANI SKILL CENTRE (REF NO: ECS28/1/25)
Email Address : receptionist2825@ikhala.edu.za

MINIMUM REQUIREMENTS: Grade 12 Certificate or NC(V) Level 4 certificate or equivalent. Minimum of 1-year relevant experience in frontline or access control services. Computer Literacy.

KNOWLEDGE & SKILLS: Excellent verbal and written communication; Good telephone communication etiquette; Organized and resourceful; Customer-focused; Active listener & Computer Literacy; Time management.

DUTIES: Render switchboard services: Attend to incoming and outgoing telephone calls; Transfer calls to relevant extensions; Provide clients with relevant information; Take messages and convey to relevant staff; Keep record of all outgoing calls; Print and issue telephone accounts; Maintain telephone database and Allocate pin codes when authorized. Maintain switchboard system: Identify and report telephone faults to the supervisor; Notify the staff if telephones are out of order; Record maintenance of the switchboard; Bar and activate telephone extensions when authorised