



professionele rekenmeesters
professional accountants

Exciting opportunity at our Durbanville office

The HGG Durbanville team has a great opportunity for an enthusiastic, experienced receptionist. The ideal candidate should possess the following characteristics:

- Energetic and well-presented person,
- Fluent in English and Afrikaans, with good communication skills,
- Switchboard experience (approximately three years),
- Must have own vehicle and valid driver's licence,
- Basic filing and administration skills,
- Minimum typing speed of 45wpm,
- Fully computer literate,
- Grade 12 certificate and a secretarial certificate would be an advantage.

Duties:

- General filing,
- Manage the switchboard,
- Postage (incoming and outgoing),
- Manage the reception area,
- Type basic letters,
- Manage appointments and make reservations.

Responsibilities:

- Ensure cleaning staff adhere to cleaning schedule,
- Purchasing of stationery,
- Petty cash,
- Purchasing of office groceries.

Required traits:

- Self-disciplined,
- Warm and friendly person,
- Excellent customer service,
- Good communication skills,
- Organised and reliable.

To apply: send your CV (no more than three pages) to hr@hggroep.co.za using reference #HGGDurbs in the subject line. Only applications sent to this address will be accepted.

Closing date: 31 August 2017 (if you have not heard back by 10 September 2017, please consider your application unsuccessful).