Vacancy Information Download	
Reference Number:	SITA/20240718/1779
BPS Vacancy Number:	VAC00757
Job Title:	Receptionist/Front Desk Officer
Job Level:	B2
Vacancy Type:	Internal & External
Salary Range:	R132392.00 - R198588.00
Organisation Name:	State Information Technology Agency
Division:	HCM: Executive HCM
Department:	HCM: HOD Facilities & Physical Security
Employment Type:	Permanent
Location:	Erasmuskloof & Centurion
Number Of Openings:	1

Purpose of Job:

To provide a reception service to internal and external clients in order to assist as required and to render a professional welcoming and front desk service

Responsibilities:

Provide a front desk administration service Inform employees to collect mail or deliveries delivered to Front Desk Provide information and guidance to customers visitors   Maintain hygiene at the reception area and monitor as well as report functionality of resources   Provide an efficient reception service to internal and external clients

Qualifications and Experience:

Minimum Matric and Certificate in Office Administration or Certificate in Front desk Office.

 Experience   0 to 1 year working experience as a receptionist front desk office administrator in a corporate organization

Knowledge:

Computer literacy Numerical Front desk administration procedures Knowledge of different languages

Technical Competencies

Interpersonal and Behavioural Competencies

Additional Requirements

n/a

How to apply

To apply please log onto the e-Government Portal: http://www.eservices.gov.za/ and follow the following process;
1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access http://www.eservices.gov.za/, then follow the below steps:
1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 24 Jul 2024

Disclaimer

******NB: EMAILED CV'S WILL NOT BE ACCEPTED******