

GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

RECEPTIONIST (CONTRACT)

Salary: R 145 281.00 p.a. benefits excluded
•(Ref no. GSC 27/2021), **Central Office**

Minimum requirements: • Grade 12, Plus N6 Certificate in Management Assistant or NCV Level 4 in Office Administration, Plus one year relevant experience.

Competencies: Innovative thinking and problem solving skills •Ability to perform accurately and methodically under pressure •Sound interpersonal relations and a pleasant telephone personality •Good planning organizational skills •Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride •Appropriate verbal and written communication skills •Computer literacy •.

Duties: •Operates a multi-line phone system answering incoming phone calls for Tyre Fitment Centre• Answers all incoming calls in a prompt, polite, professional manner, transferring them to the appropriate person or department quickly •Provides voice mail for callers if employee cannot be reached. Takes detailed messages when voice mail is not taken by caller and delivers message to appropriate party in a timely manner •Greets customers in a professional, friendly, hospitable manner and determines the nature of their visit •Directs customers to the correct department, notifies the appropriate employee that a customer is waiting and introduces the customer to a Technician• Maintains a personal demeanour consistent with dealership culture, contributing a positive, supportive work environment for all Central Office• Handling queries and complaints via phone, email and general correspondence• Greeting all visitors• Transferring calls as necessary• Performing ad-hoc administration duties• Receiving and dispatching deliveries• Assisting with mail as required• Taking and ensuring messages are passed to the appropriate staff member on a timely basis• Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)

Enquiries: Ms JS Mhlabane Tel. 017 712 9040 (during office hours)

Closing date: 26 February 2021 at 14:00

Note: •Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post, together with at least three contactable work-related references •Application **Z83** form is available on our website, www.gscollege.edu.za or DPSA website •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate applications where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security

standard •The College reserves the right to verify any information received in applications • Late and incomplete applications will not be considered • Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate • Communication will be entered into with successful candidates only • Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful • Post reference number should be indicated on the application • The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Manager Acting HR: Mr JM Manana, Human Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GP ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.