



NEWS FLASH

NUUSFLITS / IPHEPHANDABA



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An information sheet of the National Professional Teachers' Organisation of South Africa (NAPTOSA) Western Cape: Tel (021) 686-8521
Nuusflits van NAPTOSA Wes-Kaap Iphepha ndaba la kwa NAPTOSA Entshona Koloni

JOB ALERT

ADMINISTRATIVE OFFICER/ RECEPTIONIST 6 PARK ROAD, RONDEBOSCH: Post No: WC/A/AO/909

NAPTOSA Western Cape requires a front-of-house Receptionist for our Park Road offices in Rondebosch. We require a self-motivated person who is able to represent the Union as the contact person who members will initially meet on arrival. In addition, the successful candidate will assist with several projects and administration systems.

Description of Post: *Inter alia* (i) Administrative assistance to professional staff (ii) Typing, filing, telephonic and electronic contact with members and officials, organising appointments (iii) General secretarial and office duties as allocated by the Chief Executive Officer (Western Cape), including e-mail, Q-Link database, NAPTOSA communication systems and general reception duties as required. It is expected that reception duties will make up the bulk of the workload.

Requirements: Matric Certificate or equivalent qualification; appropriate experience in office administration; computer expertise – Microsoft Office Suite – including use of e-mail, internet; valid driver's license and own car is an advantage; proficient in written and spoken English and at least spoken Afrikaans, or isiXhosa.; training and / or experience in Office Management will be an advantage.

Skills required: communication skills, technology skills; professionalism; organizational skills; ability to multi-task.

Remuneration: annual salary in a range starting at the equivalent of Public Service Salary level 4.3. Additional benefits: 13th cheque, pension, housing allowance, medical aid subsidy (optional), generous leave allocation. Cost to company in the region of R 230 000 p.a.

Appointment date: 1 May 2021 – or as soon as possible thereafter.

Enquiries: Mrs Marietjie Groenewald, (021) 686-8521 OR e-mail infowc@naptosa.org.za

Applications: Submit a letter of application, quoting the post number, together with a brief CV, containing only relevant information and the details of three contactable referees, to David J. Millar on email infowc@naptosa.org.za.

CLOSING DATE: 3 pm on Friday 26 March 2021
NAPTOSA reserves the right not to fill the position.
NAPTOSA is an equal opportunity employer.
Only short-listed applicants will be contacted.

Late applications will not be accepted.

Please note:

- All short-listed applicants will be expected to undergo a work assignment prior to the interview.
- The date of appointment will be negotiated with the successful candidate.

