

AGREMENT SOUTH AFRICA VACANCIES

General Worker (Remuneration: R105 517.00 p.a.)

Based in Pretoria Head Office

Reference number: ASA00012/2018

Purpose of the job

To perform general office duties. The role includes provision of refreshments to staff and maintaining a clean and tidy general work environment at the Agrément Head Office.

Key Responsibility Areas:

The incumbent is expected to carry out general office duties which includes:

- Perform general cleaning tasks, including cleaning of meeting rooms and reception area
- Consumables and grocery maintenance
- Provide refreshments for functions and monthly management meetings
- Safely operate all cleaning machinery according to health and safety requirements
- Work unsupervised and maintain the integrity of all work areas
- Identify potential safety or maintenance issues and communicate to management.
- Ensure maintenance and tidiness of the reception area including front desk duties
- Assist with queries from the public and customers
- Greet persons entering organisation and direct persons to correct destination
- Ensure that boardrooms have the necessary flip charts, white boards and stationery and audio-visual equipment is operational and ready at all times.
- Ensure maintenance and tidiness of boardrooms and any other committee room
- Ensure that the kitchen is always neat and tidy and crockery and cutlery is available and cleaned after use
- General cleaning work
- Receive and sort mail and deliveries

Adhoc duties will include the following:

- Perform any and all reasonable tasks as instructed by management
- Assist the Group Assistant & Board Secretary with telephone duties and other ad-hoc tasks in relation to the various committees in the organisation
- Assist where required and requested

Qualifications and Experience:

- Grade 12 certificate
- A minimum of 2 years' experience in servicing people
- Knowledge of general office procedures

Knowledge and Skills:

- Attention to detail (basic)
- Planning and organizing skills
- Team Working Skills
- Problem Solving Skills
- Hygiene
- Excellent interaction with people.
- Proper time management skills.
- Telephone etiquette skills
- Good interpersonal skills

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (e.g. John Smith: Position interested in: Reference no: ASAXxxxx) to email address agrement@agrement.co.za by no later than **11 January 2019**.

Agrément South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy.

Please note that correspondence and communication will be only be conducted with shortlisted candidates and that Agrément South Africa reserves the right to no make an appoint.

Enquiries: Ms. Portia Molatlhegi on Tel: (012) 841 2859