



**Closing date for applications: 21 June 2019**

**Position** : Receptionist / Office Administrator Internship  
**Department** : Office Support  
**Location** : Ocean on 76: Fourways (Design Quarter)

**Reporting to** : Executive Coordinator

### **Purpose of the Internship**

To provide 12 months workplace experience to the incumbent in order to enhance the administrative theoretical knowledge gained and based on performance the incumbent may be absorbed permanently into the business.

### **Responsibilities:**

- Receiving clients and visitors with a positive and helpful attitude.
- Assisting clients in finding their way around the office.
- Helping maintain workplace security by screening visitors.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
- Preparing meeting and managing boardroom bookings.
- Answering phones in a professional manner, and routing calls as necessary.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Provide excellent customer service.
- Scheduling appointments as and when required.
- Managing the stock of office supplies i.e. refreshments and stationery.
- Follow-up on cellphone orders with the service provider.

### **Requirements / Qualifications:**

- Studying towards attainment of office administration or related certificate/Diploma or Degree
- Consistent, professional dress and manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, Powerpoint and Outlook.
- Good time management skills.
- Experience with administrative and clerical procedures.
- Able to contribute positively as part of a team, helping out with various tasks as required.



**Competencies / skills:**

- Action Oriented
- Problem solving and decision making
- Customer centric
- Diplomacy
- Business literacy & analysis
- Self-starter
- Information Management
- Attention to detail
- Time Management
- Communication & Presentation

**Particulars of advertiser:**

Qinisile Bukhali

**Please email your application to: [qinisile@ocean76.co.za](mailto:qinisile@ocean76.co.za) and quote the following reference:  
Rec0001**

- Please quote the above position reference number on all correspondence relating to this advert.
- Appointments will be made in support of Ocean on 76 employment equity strategy.
- Correspondence will only be entered into with short listed applicants. Should you not hear from us within four weeks after the closing date, please consider your application unsuccessful.