



JOB VACANCY - RECEPTIONIST

Job Title: Receptionist
Position Level: GSA 4 (Local) Short Term
Duty Station: AFRICAN PEER REVIEW MECHANISM (APRM)
SECRETARIAT - Midrand, Johannesburg, South Africa
Supervisor: Head of Corporate Services - African Peer Review Mechanism

Under the supervision of the Head of Corporate Services or his/her delegate, the Receptionist will be responsible for the following duties:

KEY PERFORMANCE AREAS

- Manage reception desk efficiently and effectively
- Answer phones, redirect calls and take messages
- Welcome visitors to the offices and refer them to the appropriate sources
- Operate a switchboard telephone system and a variety of office equipment including, Photocopier, Facsimile, and Printer
- Ensuring a professional and efficient image
- Monitor and control general office procedures relating to but not limited to meeting rooms, company vehicles, arranging transport and general office consumables and resources
- Support and assist the Secretariat with all administrative tasks including secretarial support (typing documents, photocopying, filing etc.)
- Receive, sort and distribute correspondence, reports and other material and transmit correspondence, documents, etc., for example, by mail, courier service or other means
- Learn good business practices, routines and processes
- Ability to influence current processes with better ideas.

JOB REQUIREMENTS

- Excellent professional receptionist, administrative and secretarial skills
- Proficiency on Internet, MS Outlook, Word, Excel (intermediate) and PowerPoint
- Basic knowledge of administrative requirements for an office environment
- Experience managing a switchboard
- Good organization and planning skills.
- Excellent telephone skills.
- Effective time management skills.
- Excellent customer service and relations skills
- Ability to solve problems and make decisions
- Ability to communicate in AU official languages, preferably English and French

- Good interpersonal communication skills
- Ability to perform under minimal supervision
- Ability to work under pressure
- Professional appearance and punctuality
- Maintenance of confidentiality at all times

EDUCATION, TRAINING AND EXPERIENCE

- Completion of Matric (Grade 12)
- Completed Administrative, secretarial or related qualification
- Knowledge of computer applications (MS Word, Excel and PowerPoint) will be an added advantage.
- Three (3) years working experience as a professional receptionist, preferably in an international organization.

LANGUAGE REQUIREMENTS

- Bilingual in English and French (spoken and written) and fluency in any other AU Language would be an added advantage.

NOTE: ALL THE NECESSARY BACKGROUND CHECKS WILL BE PERFORMED FOR THIS ROLE

Interested candidates may send their applications to the following address not later than 23 March 2016