SENIOR ADMIN CLERK: CONTACT CENTRE

DIRECTORATE : Contact Centre

REFERENCE NO  : HO2016/02/14

SALARY       : R 132 399.00 per annum (plus 37% benefits)

CENTRE       : Head Office, Johannesburg

NATURE OF APPOINTMENT : 6 Months Contract

REQUIREMENTS: Senior Certificate or equivalent qualification plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Good interpersonal skills and communication skills (verbal and written). Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES: Handle queries telephonically through switchboard and or call centre. Manning of reception/walk in area. Provide administrative support to directorate, update and safe-keeping of all records. Make logistical arrangements for meetings. Receive & track correspondence.

ENQUIRIES: Ms Ronelle Roskin  TEL: 011 843 6787

CLOSING DATE: 19 February 2016

Applications must be submitted on form Z83, obtainable from any public service department or from the website, which must be completed in full. A certified copy of your identity document, qualifications and detailed CV must be attached. Certification must not be older than 6 months. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Faxed or emailed applications will not be accepted.

Applications should strictly be hand delivered at Head Office (111 Commissioner Street) at the Security entrance from Monday, 15 February to Friday, 19 February 2016 between 08:00 and 16:00 daily.