



VACANCY AT WESSA

Receptionist

Location: HOWICK

WESSA, a prominent Environmental NPO in South Africa, is currently searching for a candidate to join our team as a receptionist. The primary responsibilities of this role include managing incoming calls, welcoming visitors, and maintaining an organized and efficient front desk. Additionally, the position will provide essential administrative support to the team and contribute to the overall smooth operation of our organisation.

KEY PERFORMANCE AREAS INCLUDE:

- Front Desk Management
- Visitor Relations
- Communication Handling
- Administrative Support

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

- Grade 12
- High English literacy and fluency
- High level of literacy and fluency in English.

This position reports to the **Operations Manager**.

SALARY:

R 8000 a month

NOTE:

WESSA is committed to equality, employment equity, and diversity. In accordance with the employment equity plan of WESSA and its employment equity goals and targets, preference may be given, but is not limited, to candidates from under-represented designated groups. WESSA reserves the right not to make an appointment to the posts as advertised. Candidates with disabilities are encouraged to apply for positions.

Please send your applications to WESSA Human Resources, via email to applications@wessa.co.za

Please state: 'Receptionist' in the subject line.

CLOSING DATE OF APPLICATIONS:

10 March 2024