

INTERNAL ADVERTISEMENT - MUNICIPAL EMPLOYEES ONLY -

Applications are hereby invited from suitably qualified individuals for the following vacancy:



RECEPTIONIST (X2) DIRECTORATE: CORPORATE

TASK GRADE 5
R70 776 to R91 872 (Basic Salary)

KEY PERFORMANCE AREAS OF THE POST:

- Deal efficiently and courteously with customers and callers
- Ensure that guests are directed to relevant Councillor\Official
- Assist public with general enquiries (personally and telephonically)
- Controlling access at Reception
- Provision of reliable information to customers
- Relief Switchboard when required
- Managing telephone system
- Managing access control system
- Upkeep of Notice Boards in Corporate Services
- Any other duties as required

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Grade 12 Certificate

Communication & Customer Service skills

Bilingualism

Ability to speak all three languages recognised in the Western Cape will be an added advantage.

MINIMUM EXPERIENCE NEEDED:

Relevant Reception\Customer Service Experience

Applicable Municipal benefits will apply.

Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.

Internal application forms are obtainable from Reception. Applications must be clearly marked "RECEPTIONIST", and returned to the Human Resource Department or Fax Number: (044 3026333) or email: knysna@knysna.gov.za.

CLOSING DATE: 22 April 2013

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

L WARING

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.