



VACANCY: Junior Office Administrator

Location: *Bryanston*

Employment Type: (12-month Contract)

Vacancy Details

We are looking for an eloquent and energetic Junior Office Administrator with administration and client service duties. Good opportunity for long-term growth in the Company!

Responsibilities:

- Answer incoming telephone calls
- Manage general telephonic and email queries.
- Assist with a busy switchboard if needed.
- Send relevant documentation to customers and follow-up on incomplete information.
- General office administration duties.
- External client communications and support (first line support)
- Assist FM with all admin related duties when required.
- Ad hoc responsibilities as and when required.

Candidate MINIMUM REQUIREMENTS:

- A Matric / Grade 12 qualification, with a good academic record
- Minimal work experience (entry-level position).
- Proficient Microsoft Office skills.
- Fluent professional verbal and written communication skills in Afrikaans and English.
- An eloquent and confident telephone etiquette with an enduring positive energy.
- Good people-skills and ability to deal with difficult people.