



EXTERNAL VACANCY

REF NO : RECEPTIONIST
DIVISION : GUARDING – KELVIN BRANCH
POSITION : RECEPTIONIST
CLOSING DATE : 05 MAY 2025

An Internal Vacancy exists for a **Receptionist** in the **Guarding Division** based in **Kelvin**.

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ General reception duties;
- ✚ General weekly and monthly reports submission;
- ✚ Assist with administrative tasks;
- ✚ Answering screening and forwarding incoming calls;
- ✚ Receiving, welcoming, and directing visitors;
- ✚ Creating and maintaining client files;
- ✚ Update registers;
- ✚ Creating ID cards;
- ✚ General filling;

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification;
- ✚ PSIRA certification – Grade B;
- ✚ Experience in a similar position essential;
- ✚ Excellent written & verbal communication skills;
- ✚ Must be fluent in English;
- ✚ Sound communication skill (verbal and written);
- ✚ Must be willing to learn and undergo constant training;
- ✚ Good telephone etiquette;
- ✚ Clean disciplinary, criminal and credit record;
- ✚ Reliable transport to and from work;
- ✚ Must be computer literate;

Interested candidates to submit their CV's and Internal Application form to internalcv@proteacoin.co.za

Employment consideration will be in accordance with the Employment Equity Act requirements.

Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful.

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe