

## OFFICE ADMINISTRATOR

We have an opportunity available in our Cape Town office. The office administrator is responsible for managing the switchboard as well as welcoming and assisting guests.

### REQUIREMENTS

#### Academic

- Matric essential

#### Work Experience

- Strong admin/receptionist/PA experience
- Understanding of MS Office
- Experience on a switchboard system

### CORE TECHNOLOGICAL COMPETENCIES

- Highly energetic
- Confident
- Enthusiastic
- Persuasive
- Time management skills
- Work independently
- Ability to take own initiative
- Strong coordination skills
- Strong communication skills both verbal and written
- Well-spoken with good telephone etiquette
- High attention to detail
- Ability to follow through with assigned tasks
- The ability to multitask

### RESPONSIBILITIES INCLUDE

#### Managing Communications

- Answer all incoming calls and handle caller's enquiries whenever possible
- Re-direct calls as appropriate and take adequate messages when required

# WE'RE HIRING!

- Responsible for managing the booking of meeting rooms, conference rooms and guest parking

## Guest Liaison

- Greet, assist and/or direct clients, visitors and the general public
- Arrange necessary refreshments for guests and notifies the office cleaner on the order
- Offer and arrange necessary WIFI access and office needs to guest together with presentation equipment

## Responsibilities on Demand

- Due to the fluid and dynamic environment within DPO, new, additional or changed position responsibilities will occur.
- Successful demonstration of change orientation is an on-going responsibility in all positions

Email your cover letter and comprehensive CV to [talentsa@dpogroup.com](mailto:talentsa@dpogroup.com)

NOTE: Please indicate in your email whether you were referred to us, and if so, please say whom referred you.

**Applications close 15 March 2020.**