



**WE ARE  
HIRING  
VACANCY**

Vacancy: BMG World - South Africa

**Receptionist-M3955**

**Closing Date: 30 January 2024**



### **Roles & Responsibilities:**

- Answering of Mytel Switchboard System
- Receptionist requirements are identified and acted upon daily
- Ensure the reception area is always kept clean
- Using standard and professional greetings when answering calls
- Information is analysed and communicated to Internal, External employees and customers
- Solutions are provided accordingly as per company policy
- Information is confidently maintained and securely stored
- Standard operation procedures are available and utilised
- Take messages, and ensure messages are passed on telephonically or via email.
- Accept Deliveries from Couriers and small suppliers and ensure it is distributed to the correct person.
- Directing outside callers to our premises
- Receive and direct all visitors
- Report any maintenance faults in the reception area
- Problem solving

### **Minimum Requirements:**

- Matric
- Computer Literate
- Communication skills
- Telephone Etiquette
- 2-3 Years front line receptionist or office administrator experience

All internal applicants are required to complete an **IVAF** form signed off by Line Managers with applications

Email CV's to: [mohlaled@bmgworld.net](mailto:mohlaled@bmgworld.net) – **REF: M3955** must be quoted in subject of the e-mail.



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*Quality Components*

*Technical Expertise*

*Superior Service*

PART OF **EVERY** PROCESS