



Vacancy: Belt Brokers - Brakpan, South Africa

Receptionist - M4055



BELT BROKERS

Closing Date: 28 February 2024

Roles & Responsibilities:

- Answering Telephone, taking messages.
- Divert telephones to the relevant person.
- Prepare the yearly stand-by roster.
- Minute taking during management meetings.
- Vehicle licensing and registrations, log sheets, fines, check list.
- Preparing of branches invoices.
- Filling- Invoices, forklift checklist, and generator checklist files.
- Pest control, check and sign off once a month after service of boxes.
- Ad-hoc administration/Reception duties
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Minimum Requirements:

- Grade 12
- 1-2 years working experience in receptionist or similar role.
- Telephone etiquette.
- Computer literate.
- Excellent communication skills.

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

Email CV's to: mohlaled@bmgworld.net - **REF: M4055** must be quoted in subject of the e-mail.