



Cresset House

141 Hampton Road, Glen Austin Ext. 1, Midrand

P.O Box 74, Halfway House, Gauteng, 1685

Tel: +27 11 314 1148

Email: admin@cresset.org.za Website: www.cresset.org.za

Chief Executive Office: *Merilyn Pick*

WE ARE LOOKING FOR A RECEPTIONIST

Cresset House is looking for a receptionist to join the Organisation. The successful candidate must possess;

- excellent interpersonal skills,
- a professional demeanour,
- solid communication
- interpersonal skills.
- candidates should also be familiar with business etiquette and have keen attention to detail.

Daily tasks will involve:

- Meeting and greeting clients.
- Booking meetings.
- Arranging couriers.
- Keeping the reception area tidy.
- Answering and forwarding phone calls.
- Screening phone calls and managing info emails.
- Sorting and distributing post.
- Typing of documents.
- Stock managing, ordering and distributing.
- But not limited to the above

WORK ETHICS

- Conflict resolution
- Excellent Attendance
- Teamwork
- Respecting villagers, staff, and management

If you are interested, please forward your Application Letter/Covering Letter and CV with references to info@cresset.org.za or hand deliver at 141 Hampton Road Glen Austin, Ext 1 Midrand.

Closing Date: Wednesday 31 JANUARY 2024 at 12 noon.
