



Receptionist (6-12 months contract)

CEF SOC Ltd

CEF (SOC) Ltd is involved in the search for appropriate energy solutions to meet the energy needs of South Africa, The Southern African Development Community (SADC) and the sub-Saharan African region, focussing on clean energy options as well as fossil fuels as per the mandate from the Department of Energy. It also manages the operation and development of the oil and gas assets of the South African government including strategic crude oil assets and management. CEF controls entities with commercial and developmental roles, housed in eight operating subsidiaries.

The **Receptionist** will be responsible for handling front office reception, administration duties, including welcoming and greeting guests, answering phones, handling company inquiries, sorting and distributing mail, and booking of meeting rooms.

Qualifications and experience

- Grade 12.
- Computer literacy on MS Office.
- 2 years' experience working in a receptionist/administrator capacity.
- Working experience in a front office handling receptionist responsibilities.
- Solid written and verbal communication skills.
- Must be proficient in Microsoft Office.
- Ability to organize, multitask, prioritize and work under pressure

Responsibilities

- Answer all external and internal calls and route to specific people as appropriate
- Operate switchboard and answer calls
- Take adequate messages and forward them as appropriate
- Greet visitors warmly and assist them

- Coordinate mail flow in and out of the office, distribute parcels and other mail
- Open and date stamp all general correspondence
- Co-ordinate office activities and departmental minutes taking
- Assist with the booking of the meeting rooms
- Update appointment calendars
- Develop and maintain an up to date telephone list for monthly distributio
- Ensure Reception area is tidy
- Give visitors badges and direct them to where they can sign in
- Issue parking passes
- Provides administration supports to facilities department
- Manage departmental diaries
- Raise Purchase orders (Body Corporate, Telkom, Catering service Provider, City of Joburg, Florist, courier invoices and Newspaper service provider) and ensure that payment have been processed by Finance within 30 days of receipt of invoices.
- Perform other related duties as required from time to time
- Co-ordinate the repair and maintenance of office equipment
- Couriering and Dispatching Services
- Complete courier waybills and liaise with courier companies for all consignment collection and tracking of all courier goods.
- Arrange for delivery of documentation to Board and Committee Members
- Receiving, Sorting, Recording and Distribution of incoming documents from Post Office, internal distribution, faxes, newspapers and by hand deliverie
- Ensure correct completion of waybills and timely delivery of documents

Closing Date: 14th November 2018

Please submit a detail Curriculum Vitae (CV) to NthabisengMa@cefgroup.co.za