

FRONT DESK COORDINATOR

Location: Unity Building, Grand Baie

Role Purpose

Provide receptionist services for the Company and overall office administrative assistance ensuring professional and efficient answering of Company switchboard and reception of walk in guests. Timely administrative assistance in the areas of diary management, travel arrangements, document management, ordering office supplies, ordering of refreshments, and general day-to-day running of the office.

Role Requirements & Activities

Front Desk

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Directs visitors by maintaining employee and department directories; giving instructions
- Maintains telecommunication system by following manufacturer's instruction for house phone and console operation
- Maintains safe and clean reception area by complying with procedures, rules and regulations
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

Office Administration

The role includes:

- Planning of Drivers' schedule
- Ordering of office supplies - stationery and groceries etc.
- Printing of Board Packs
- Set-up of Board rooms
- Assistance with travel arrangements
- Assistance with diary management

Person Specification

Competency / Performance Drivers

- Excellent communicator(written and verbal /presentation skills)
- Able to work and make decisions under pressure
- Must be a team player
- Must have an outgoing personality (extrovert)

Technical / Professional Expertise

- Proficient in full MS Office suite

Qualifications

- Relevant Admin/Communication/Office Management qualification

Experience

- Minimum of 3 years' relevant experience