



KAMAL CAPE TOWN IRON & STEEL COMPANY (PTY) LTD

JOB DESCRIPTION

JOB TITLE: Receptionist
LOCATION: Kuilis River, Cape Town
REQUIREMENTS: 3 to 5 + years' experience as receptionist

CRITICAL JOB OUTPUTS

The following roles and tasks are seen as the main reason why the job exists.

- CJO 1:** Ensures correct functioning of the switchboard.
- CJO 2:** Controls the reception of all visitors to the administration buildings.
- CJO 3:** Ensures a favourable image of the company contribution to the improvement of the company's image and service.
- CJO 4:** Controls the functioning of all office equipment, eg: photocopy machines
- CJO 5:** Handles posting and courier services.
- CJO 6:** Assist personnel with general typing and copying / scanning requirements.
- CJO 7:** Other General administrative functions as required from time to time
- CJO 8:** Hotel/ Travel Bookings for Chairman/ Vice-Chairman and any other managerial person of the Company
- CJO 9:** Taking care of the grocery stock of the kitchen
- CJO 10:** Make record of attendance of Consultants
- CJO 11:** Cross verify the attendance of the employees of the Company

JOB STANDARDS

The following tasks must be performed:

JS 1: Correct function of the switchboard

- Tends to the switchboard and ensures that callers are paged through to the identified person.
- Assists callers with enquiries paging them through to staff able to assist
- Records messages and calls staff to inform them of the messages received.
- Record problems with telephones and lines with Siemens and keep supervisor updated.
- Reports faulty lines / phones to Telkom / Siemens by e-mail and follow up on progress.
- Print out of monthly reports.

JS 2: Reception of all Visitors

- Receives visitors to the administration building effectively and efficiently in line with the company's image and branding requirements.

JS 3: Office Equipment

- Reports faults to fax and photostat machines to the relevant supplier and request the service of a technician where necessary.
- Orders toner and cartridges from the relevant supplier and keep a minimum stock thereof.
- Reconcile the invoices against orders at month end and forward to financial department for payment.

JS 4: Posting and Courier Services

- Ensure that the post is fetched from the post office daily. Date stamp all post and distributed into employee's postal boxes.
- Records cheques received in a register.
- Hands cheques to suppliers and records in the cheques issued register.
- Arranges all courier services as requested by personnel.
- Reconcile the invoices against orders at month end and forward to financial department for payment.

JS 5: General Typing and Faxing

- Assist in all typing and faxing requirements of personnel.