

EQUITES PROPERTY FUND LIMITED

RECEPTIONIST

(preference to EE candidates)

ABOUT EQUITES

Equites is a logistics property company listed on the JSE since June 2014. The company has grown rapidly from a R1billion portfolio on listing to over R10billion at 31 August 2018. In line with our growth strategy, we would like to recruit a well presented, energetic and enthusiastic individual to join our dynamic team.

REQUIREMENTS

- Matric
- Minimum 3 years reception experience in a corporate environment
- Excellent written and verbal communication skills
- Fluent in English and Afrikaans
- Proficiency in MS Office
- Certificate in office administration would be beneficial

COMPETENCIES

- Comfort and experience interfacing with various levels of staff and management
- Good telephone etiquette
- Able to take instruction, but also use initiative when required
- Attention to detail and problem solving skills
- Ability to prioritise and organise work
- Well spoken, confident, groomed, honest and reliable
- Professional with outgoing and positive attitude

JOB SPECIFICATIONS

- Greet and welcome guests upon arrival
- Manage the switchboard
- Provide basic and accurate information in-person and via phone/email
- Ensure that reception area and boardrooms are neat and presentable
- Assist in making refreshments when necessary
- Arrange guest parking
- Liaise with couriers and internal requestors for collection and delivery of parcels
- Ordering of office stationary
- Liaise with office suppliers
- Receive, sort and distribute daily mail/deliveries
- Assist with various other admin duties

For further information on this position or if you wish to learn more about the company, please contact Melanie Brown, melanie@equites.co.za or 021 460-0404.