

Receptionist Intern vacancy at Universities South Africa ,November 2024

DEADLINE: 22 November 2024

Background

Universities South Africa is a national association that represents the interests of South African public universities through its key roles of advocacy, strategic research and sector support services. Universities South Africa also encourages cooperation among universities and among partners with whom it shares interests. Its Executive Office is based in Pretoria. As a non-profit organization, Universities South Africa is funded through membership fees and revenues from contract management services and donor agencies. Applications are invited for the **Receptionist Intern**. This position presents an exceptional opportunity for qualifying graduates to join Universities South Africa and help it achieve its growth targets.

Receptionist Intern

Universities South Africa is contributing towards skills development by providing graduates with opportunities to gain work experience. It is therefore inviting applications for an Internship Programme that would run for a period of twelve (12) months. The programme provides an opportunity for unemployed graduates to gain meaningful experience in the labour market.

The position is responsible for managing the front desk and performing a variety of administrative and clerical tasks to support organizational operations.

Requirements:

- A relevant bachelor's degree or equivalent qualification
- Knowledge of administrative and clerical procedures
- Knowledge of customer service principles and practices
- Computer literacy to include (Microsoft Office i.e. Word, Excel, PowerPoint)
- Solid written and verbal communication skills
- Excellent organizational skills
- Professional attitude and appearance.

Key Performance Areas

- Manage the front desk (i.e. attend to telephones and directing calls to relevant staff and take messages when not available)
- Manage the flow of visitors and direct the visitors
- Receive, sort, and distribute mail and other documents
- Ensure reception area is tidy, presentable and has all necessary stationery and material (e.g. brochures)
- Perform other administrative duties such as minute taking, filing, photocopying, transcribing and faxing
- Co- ordinate meetings and organize catering
- Provide general administrative and clerical support to various sections
- Maintain office security by following safety procedures and controlling access via the reception desk
- Maintain proper filing of documents and archive documents older than three years
- Performs any *ad hoc* duties as and when required.

How to apply

Interested candidates should please submit a letter of motivation and their CVs with the names and contact details of at least three traceable referees by close of business on **22 November 2024** to: recruitment@usaf.ac.za.

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