

**CALL FOR APPLICATIONS: RECEPTIONIST  
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION,  
GRADE B3, SALARY R126 055.00 TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint a **Receptionist** to provide secretarial, clerical and administrative support to ConHill staff and management with respect to visitor management and switchboard services. The Receptionist is the first point of contact in the organisation and needs to be professional, presentable and always approachable.

**Key Accountabilities:**

- Provide efficient switchboard operation and office support services to all staff which is on time, professional and in accordance with overall customer expectation
- Provide telephonic information to callers about the site, the tours, programmes and the exhibitions currently on show at the museum.
- Provide callers accessing the site with accurate, timeous and relevant information to meet their enquiries effectively and efficiently.
- Ensure that the reception area is always tidy
- Ensure that deliveries are effectively directed to the correct department
- Telephone management
- Visitors Management
- General office administration & ad hoc admin duties
- General museum reception, greeting the public, special guests, members and groups in a cheerful, receptive manner always.
- Ensuring all posters, notices, labels and price tags within the desk area and shop are current and in good order.
- Take general messages for staff and forward relevant calls to them from the switchboard.
- Actively promote the museum's programs and events by engaging guests in the membership program and other upselling opportunities

**Qualification and Experience:** Grade 12 plus secretarial diploma or relevant Post Matric qualification, Minimum 1 year experience in receptionist and/or office management services.

To be considered for this position, the following is considered **essential**:

- Computer literacy
- MS office
- Telephony management and etiquette
- Coordination skills
- Work well under pressure
- Ability to prioritize tasks
- Good verbal communication skills
- High standard of ethics and integrity required
- Service delivery excellence
- Good customer relations management

**Preference will be given to people with disabilities.**

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for the above position is the **03 June 2022 12:00HRS midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted. "The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA".

Enquiries and submissions should be addressed to [recruitment@constitutionhill.org.za](mailto:recruitment@constitutionhill.org.za)

Constitution Hill reserves the right to make an appointment.