

My Job Search

Northern Suburbs Law Firm seeks to employ a Receptionist (who will have admin duties) from 1 October

Receptionist ,Bellville, Western Cape, South Africa

Description

Established Law Firm based in Tyger Waterfront, Bellville seeks to employ a Receptionist (who will also have administrative istant duties) on a permanent basis from 1 October 2023.

This role is the first point of contact for clients and visitors and requires a well-groomed, confident, professional and personable personality who is proficient in English and Afrikaans (being the primary languages of our clients). The incumbent must also be detail-oriented, trustworthy, adaptable, a willing leaner, a self-starter and be punctual with reliable transport. Working hours will be Mondays to Fridays from 08h30 to 17h00.

Duties include: servicing of switchboard and other telephonic communication, email correspondence with clients and others, greeting of clients and visitors, refreshments for the boardroom, sending and receiving packages/documents, drafting of memos to court messengers, typing of other standard documents (e.g. letters to sheriff), opening and closing of client files, stock keeping and ordering of stationery and *toner printer cartridges*, making of copies, filing of documents and diarising of files, invoicing (data-capturing) and administration.

Further requirements/desirable skills: Matric/grade 12 (additional education advantageous), computer literate, no criminal record, some experience as a receptionist and/or working in a position which included some of the above duties (previous work for a law firm not a specific requirement – you will receive some training regarding our operations and the position).

CVs can be sent to leonore@vaughanulyate.co.za. If you do not hear from us within 5 days of sending your CV, please accept that your application was unsuccessful. The closing date is 22 September 2023, however, we reserve our right to close applications and/or to appoint a candidate prior to the latter date.

Advertiser details

Name	Leonore Kotze
Email	leonore@vaughanulyate.co.za
Address	Tyger Waterfront,Bellville, Western Cape, South Africa - 7530

More details

Company Name	VUDJ
Advertised By	Owner

Job Type	Full Time
Language	English & Afrikaans
Gender	Any
Drivers Licence	None
Highest Education	Matric
Experience	1+ yrs
Salary	R
Link	For more information click here