



## **EXTERNAL ADVERTISEMENT**

### **BOJANALA PLATINUM DISTRICT MUNICIPALITY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person within Office of the Executive Mayor who will perform the duties of a Receptionist on a contract basis linked to the term of office of the current Executive Mayor.

#### **RECEPTIONIST IN THE OFFICE OF THE EXECUTIVE MAYOR**

##### **Key responsibilities**

1. Attend to telephone calls and/or visitors, establishing the nature of visits and directs requests to the appropriate personnel
2. Recording of details of enquiries and/or messages in the absence of personnel and forwarding for attention upon availability and/or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information
3. Receiving requests from internal personnel with respect to specific contact details, searching and locating telephone numbers and /or physical/postal address using the directory or electronic voice activated enquiry systems and make available information or initiate contact and transfer the call
4. Extracting reports from the system detailing duration and cost of calls and forwards to specific departments for validation prior to submitting to the department for further processing
5. Ensure telephonic calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives

##### **Requirements:**

- Grade 12
- Computer Literate
- Two years experience as a receptionist

**Salary: R141 526 (All inclusive salary package)**

**Closing date: 26 March 2010**

Enquiries should be made to the H.R. Officer on Tel: (014) 5928883. Interested candidates should send a comprehensive CV with certified copies of qualifications to: The Municipal Manager, Bojanala Platinum District Municipality, P O Box 1993, Rustenburg 0300. No fax or e-mail will be accepted.

Bojanala Platinum District Municipality as an employer applies employment equity and equal opportunity to all applicants.

**IF YOU ARE NOT CONTACTED WITHIN SIX WEEKS AFTER THE CLOSING DATE FOR APPLICATIONS, YOU MUST REGARD YOUR APPLICATION UNSUCCESSFUL. PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**