

**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED:** 17 March 2023

**CLOSING DATE:** 24 March 2023

**JOB TITLE:** Receptionist (12 months contract)

**REGION:** Eastern Cape Regional Office(East London)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office based in East London.

**Key Performance Indicators**

- Full reception duties
- Efficient and courteous management of incoming and outgoing telephone calls
- Management of office reception area (front door access, professional reception image)
- Receiving and welcoming visitors
- Administrative support to staff
- Organizing refreshments for visitors
- Performing various secretarial duties
- Making travel and accommodation arrangements
- Receiving and sending of faxes and scanning.
- Responsibility for the photocopier at Reception

**Qualifications and Experience**

- Matric, Secretarial qualification/Business Admin or related
- A minimum of three years' experience in a similar position
- The ability to manage and co-ordinate a busy office
- Good communication skills in English and isiXhosa (both written and oral)
- Excellent PC skills
- Strong organizational skills Performance Indicators

**Competencies that have been identified for this post are:**

- Being methodical

- Paying attention to detail
- Being systematic
- Have good communication/interpersonal skills
- Be competent in Windows, MS Word, Excel and Power Point

Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za). Please also visit our website at [www.themvulatrust.org.za](http://www.themvulatrust.org.za) for more information.

**PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS**

**N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.**

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.