TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE
AFRICA'S FIRST AUTOMOTIVE CITY

info@tasez.co.za
www.tasez.co.za
CSIR Campus, Building 21, Meiring Naude Road.
Pretoria, 0184

TASEZ JOB ADVERTISEMENT (Internal and External)

RECEPTIONIST – CORPORATE SERVICES DIVISION

JOB GRADE: B5

PURPOSE OF THE JOB

As a receptionist, the incumbent will be the first point of contact for TASEZ. The position's main duties include offering administrative support across the organization. The incumbent shall welcome guests and greet people who visit. The position will be responsible for coordinating front-desk activities, including distributing correspondence and redirecting phone calls. The receptionist should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations.

Ultimately, a receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

KEY RESPONSIBILITIES

- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock.
- Update calendars and schedule meetings.
- Arrange travel and accommodations and prepare vouchers.
- Keep updated records of office expenses and costs.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

COMPETENCIES/KNOWLEDGE

Knowledge

- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills

Directors: Mr. M. Molefane (Board Chairperson) / Dr. L. Stander / Dr. M. Khumalo / Ms. V. Zitumane / Mr. T. Mathibe / Mr. M. Kgowedi / Mr.R. Davies / Mr. N. Mashamaite.

Chief Executive Officer (Act): Mr. A. Sangweni / **Chief Financial Officer:** Ms. R. Hlabatau (CA-SA) / **Company Secretary:** Ms. T.D. Modikoe

Reg. No. 2020/214518/07

- Multitasking and time-management skills, with the ability to prioritize tasks.
- Customer service attitude.

Required Skills

- Telephone etiquette
- Good people skill
- Excellent verbal communication
- Organizing
- Scheduling appointments
- Interpersonal communication
- Planning
- Administrative skill
- Time management
- Reception area maintenance
- Attention to detail
- Professionalism

QUALIFICATIONS

- Matric/ Grade 12 Certificate
- A 3-year tertiary qualification in secretariat, administration, office management, etc is desired

WORK EXPERIENCE

- 3 years proven work experience as a Receptionist, Front Office Representative or similar role

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications is **20 November 2026**

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.