



The Housing Development Agency (HDA) is a National Public Development Agency that promotes sustainable communities by making well-located and appropriately planned land and buildings available for the development of housing and human settlements. As its primary activity, the Agency assembles and releases public, private and communal land for development. Its main objectives are to identify, acquire, hold, develop and release well-located land and buildings, and to provide project management support and housing development services. The HDA also intends to grow its mandate as a developer of human settlements. For more information about the HDA, please visit our website: [www.thehda.co.za](http://www.thehda.co.za).

The HDA has the following **permanent** position:

**Receptionist**

**Location: Gauteng (Johannesburg)**

**Reference: MIH-Rec-2017**

**Main Purpose:**

To welcome and attend to all visitors and callers into the HDA office in a manner that reflects the values of the HDA and to provide administrative support to ensure that services are provided in an effective and efficient manner.

**Key Responsibility Areas:**

**Switchboard management and maintenance** – Answering and appropriately responding to incoming calls. Directing calls appropriately. Taking messages and sending these to the appropriate parties. Notify supplier of switchboard issues and ensure they get. **Front office management** – Welcome visitors and prepare refreshments for visitors at the receptions area. Directing visitors to appropriate staff and venues. Coordinating visitors by adhering to visitors sign in processes. Assisting with queries where necessary. **Meeting Room administration** – Planning and scheduling the booking of meeting rooms. Ensuring that meeting rooms are prepared for meetings. Allocating and managing meeting room tools and equipment such as data projectors, flip charts and tele-conference portals. Ensuring that appropriate equipment for meetings is set up and working. Ensure that refreshments for meetings is set up at all times. **General administration** – Distributing mail and faxes. Maintaining internal telephone lists. Ensuring that all telephone related information is available. Coordinate the repair, maintenance and utilisation of office equipment including telephone equipment. Ensuring stock of stationery and other office supplies is at the correct levels for the HDA. Ordering of stationery when required and complying with the procurement process. Typing of submissions and filing. Any other administration support required. **Ad hoc** – Any other duties which may be assigned from time to time.

**Qualifications and Experience**

A Grade 12 or equivalent qualification. At least two years' experience as a receptionist and managing a front office. Excellent communication and customer service skills. Please forward relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to [hda.cv@mihrecruitment.co.za](mailto:hda.cv@mihrecruitment.co.za).

Should you not comply with the above requirements your application will NOT be considered.

**Closing date for applications:** 09 September 2017

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

**Enquiries: Noxolo Phohleli/Wandile Mhlanga - 011 656 2863**

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**Conditions of service:** The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA EE policy • The HDA reserves the right not to make an appointment. **Preferences will be given to disable candidates.**

Working for integration

[www.thehda.co.za](http://www.thehda.co.za)