



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency is established by an Act of Parliament in 2008 and is accountable through its board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

The HDA has the following **three year fixed term** contract position:

Receptionist

Location: Port Elizabeth

Reference: REC-PE/09/2017

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.

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 resolved. **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 meeting is set up at all times **General Administration** • Assisting with the facilitation of Courier services • Distributing mail and faxes • Maintaining internal telephone lists • Ensuring that all telephone related information is available • Coordinate the repair, maintenance and utilization of office equipment including telephone equipment • Ensuring stock of stationery and other office supplies is at the correct levels for the HAD • 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

Requirements: Grade 12 or similar qualification • At least 2 years' experience as a receptionist and managing a front office • Excellent communication and customer service skills

Please forward relevant CV in a Microsoft Word format to recruitment@labournet.com (Clearly marked with the reference number of the position).

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

Closing date for applications: 24 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: Karabo Moerane, tel. 010 590 9422

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.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.