

## ADMIN OFFICER: RECEPTION

### POSVERICES:

- Applicants must have a minimum qualification of matric with 5 years of relevant experience
- Computer skills: Word, Excel, and Outlook
- Driver's license mandatory
- Excellent human relations
- Christian beliefs
- Fluent in Afrikaans and English

### DUTIES:

- Handling of reception and switchboard
- Typing of letters and minutes
- Handling cash and pocket money
- General office administration

### SERVICE BENEFITS:

- Salary scale negotiable and available on request
- Pension fund with permanent appointment
- Bonus – 13th check
- Leave – 20 working days per year

### WORK HOURS:

Mondays to Fridays – 8 hours a day

### QUERIES:

Mrs Mariaan Briedenhann 058 303 0467 (Manager)

### APPLICATIONS:

A complete resume can be sent to email address: [bergprag@engo.co.za](mailto:bergprag@engo.co.za) / [jeantelle@engo.co.za](mailto:jeantelle@engo.co.za)

**CLOSING DATE FOR APPLICATIONS:** Tuesday, 27 January 2026

*The employer reserves the right not to fill the vacancy. Successful candidates will be notified within two weeks whether or not the application was successful. If no feedback was received in the two-week (2) period, it must be assumed that the application was unsuccessful.*