

Receptionist/Office Administrator

A vacancy for a Receptionist/Office Administrator currently exists at the production facility (in Somerset West) of an innovative engineering company which is based in Stellenbosch. This vacancy is at the production facility of EMSS Antennas (www.emssantennas.com), which is a subsidiary of the Alphawave group (www.alphawave.co.za). EMSS Antennas has a world-class team that designs and builds electronic and electromagnetic solutions, including state-of-the-art receivers for the world's most formidable radio telescopes, such as MeerKAT and SKA. Additionally, we are constantly developing our own products. More information can be found here: www.fieldsense.com and www.inrange.com

Key Responsibilities, Accountabilities and Duties

- To take ownership of and responsibility for all office administration duties
- Accepting/receiving of all deliveries and visitors
- Making coffee for guests
- Answering phone calls and taking messages
- Managing all aspects relating to daily staff meals
- Ensuring continuous stock of all food, beverage, condiments, stationery and various other ad hoc requirements

Qualifications and Experience Required

- Matric or equivalent qualification
- Hands-on experience with office equipment (e.g. scanners and printers)

Candidate Profile Description

- Eager to take ownership and be accountable
- Excellent verbal and written communication skills with suppliers, visitors, management and staff at all levels
- Flexible enough for an SME environment
- A general attitude of serving others to achieve a common goal
- Ability to work and solve problems independently
- Goal-oriented, organised team player

Knowledge and Skills Required

The following knowledge and skills are required.

- Basic computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Excellent organisational skills
- Multitasking and time-management skills, with the ability to prioritise tasks



Terms and Conditions

- Competitive, market-related salary
- Various company perks
- Starting date is as soon as possible
- 12-month contract
- Documents to return to Carol Stuart (opportunities@emss.co.za):
 - Comprehensive CV
 - Academic results and applicable certificates
 - Identity Document
- Closing date for applications:
 - Consideration of applications will begin on the 10th of September 2024 and will continue until the position has been filled.