

PERMANENT RECEPTIONIST SALARY: MARKET RELATED

KZN Growth Fund is a private equity and private debt Fund based in Durban reporting to the KwaZulu Natal Department of Economic Development, Tourism and Environmental Affairs (EDTEA). The Fund seeks to appoint an experienced and suitably qualified Receptionist.

The ideal individual will be responsible with Receptionist duties in KGFT office.

Key Performance Areas:

- Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments.
- Greet visitors professionally, and determine their nature and purpose of visit.
- Direct and accompany visitor's appropriate destination.
- Monitors visitors' access.
- Coordinate parking for company visitors
- Collect, sort, distribute and prepare correspondence, mail, messages and courier deliveries
- Schedule appointments, maintaining & updating calendars, and reminding the respective personnel of the appointments.
- Create and print fax sheets, memos, mail, reports and other documents.
- May be required to perform basic clerical duties, such as faxing office notes and photocopying.
- Dependable, punctual
- Excellent talent to interact with people in a positive and courteous manner
- Strong written and verbal communication skills
- Ability to prioritize tasks according to importance in a fast-paced environment
- Multi-tasking capability without compromising on quality
- Must be proficient in handling office equipment including complex multiple lined telephones, printers, photocopy machines, etc.
- Dependable and punctual
- Basic knowledge of Microsoft Office Applications, specifically MS Word and Excel

The following minimum requirements must be met in order to be considered for this position:

- Diploma in Office Management or equivalent qualification
- Minimum of 3 years' experience Reception area
- Sound computer literacy (word, excel and power point)
- Excellent communication (written and verbal) skills



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Trustees: Mr SS. Buthelezi (Chairperson) - Adv KP. Thango - Ms B. Zulu – Mr A. Dhuki – Mr SZ. Hlophe
Ex officio: Mr. Kaya Ngqanga
(Acting CEO)

KZN GROWTH FUND TRUST EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.

Female candidates are strongly encouraged to apply.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both "return receipt" and "confirm delivery". If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

Interested applicants may forward a motivation letter of how each of the entry requirements are met, a detailed CV, certified copies of qualifications and ID document to:

Precious@kzngf.co.za

CLOSING DATE: 21 January 2022