

JOB DESCRIPTION: RECEPTIONIST

Company: Sensory FX (Pty) Ltd
Location: Centurion
Contract Type: Full time, permanent

Purpose of position:

Provide courteous and welcoming interactions with all customers, visitors and staff either in person, over e-mail or the telephone.

Roles and responsibilities:

- Provide courteous and welcoming interactions with visitors by greeting, welcoming, and directing them appropriately.
- Notify staff of visitor arrival.
- Answer phones, direct calls, take messages and refer enquiries.
- Assign PPE to visitors where applicable.
- Book and prepare meeting and training rooms.
- Maintain security and telecommunication systems including the department directories.
- Order groceries and stationery.
- Always keep the reception area clean and safe by complying with procedures, rules and regulations.
- Ensure printers and phones are working and maintained regularly.
- Assist all departments with filing and record keeping.
- Assist all departments with retrieving records, printing and scanning.
- Conduct any additional administrative support duties as required.

Requirements & Skills:

- Matric.
- Computer literate (MS Outlook, Excel, Word).
- Familiarity with phone systems.
- Organizational and multitasking skills.
- Excellent communication skills and courteous.
- Strong customer service skills.
- At least 3 years' experience as a receptionist.

If you are interested in this position and have the necessary skills and abilities, email your CV to danie@sensoryfx.co.za before 31 May 2025. If you have not heard from us within 10 business days after the closing date, please accept your application as unsuccessful.

Crafting taste and scent

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