
UNITED DEMOCRATIC MOVEMENT NATIONAL OFFICE

☎ 012-321-0010

✉ nationaloffice@udm.org.za

☎ 087-941-9052



RECEPTIONIST AND CLERK (UDM NATIONAL OFFICE)

General:

1. This post is for the Receptionist and Clerk of the National Office of the United Democratic Movement (UDM).
2. This post is based at the UDM National Office in Pretoria.
3. The incumbent directly reports to the Chief Administrator, UDM National Office.

Qualifications, skills and requirements:

1. Senior certificate or equivalent qualification.
2. Experience in operating a telephone switchboard and handling a reception desk.
3. Computer literate, with knowledge of Microsoft Windows, Word and Outlook (or equivalent emailing system) essential. Knowledge of Excel, Internet Explorer and Adobe Reader is an advantage.
4. Fully conversant in English (both written and spoken) and proficiency in one (or more) additional official language is a considerable advantage.
5. Good telephone etiquette and professional technique in handling incoming and outgoing telephone calls.
6. Courtesy and utmost professionalism in reception of visitors and guests.
7. Understanding of office systems and equipment (e.g. filing systems as well as binding, fax and copy machines) to be able to assist with:
 - 7.1. Typing
 - 7.2. Photocopying and production of documents
 - 7.3. Preparation of and for meetings
 - 7.4. Filing
8. At all times act with professionalism, objectivity and impartiality and never get involved in party-political matters outside of his/her work sphere of administration.
9. Maintain high standards, and observe the rule discretion and confidentiality with all matters concerning the business, internal working and administration of the UDM National Office and the Party.
10. Although the UDM does not expect the individual to join the Party, he/she may not be a member of any other political party.

Broad Key Performance Areas:

1. Answer the UDM National Office switchboard including the screening of calls (when requested) and recording of messages.
2. Reception of visitors/guests to UDM National Office.
3. Administering access register for visitors to UDM National Office.
4. Receipt and dispatch of faxes, fax-to-emails and emails - recording and dissemination.
5. Monthly recording counter tally for photocopy machines and report on usage.
6. Manage administration and secretariat of the UDM National Office staff meetings.
7. Assist, when required, with typing, filing, photocopying and preparation of meetings.

Receptionist and Clerk
Last print date: 26 July 2010