

## **Admin- & ontvangsdame in Sentrum vir Assesserings-akkommodasies en Leerondersteuning (SAALO)**

### **BEHEERLIGGAAMAANSTELLING**

#### **Vereistes:**

Minimum kwalifikasie: Graad 12

Opleiding en/of ervaring in ontvangs of kantooradministrasie

Rekenaarvaardighede: Vaardige gebruiker van Excel, Word en Outlook

Tweetalig – Goeie verbale en geskrewe taalvaardighede in Afrikaans en Engels

#### **Aanbevelings:**

Ervaring in ontvangs/kantooradministrasie binne 'n skoolkonteks sal voordeling wees.

Goeie organisasie en administratiewe vaardighede.

Goeie interpersoonlike en kommunikasievaardighede.

Aanpasbaarheid en die vermoë om onder druk te funksioneer.

Bereidwilligheid om opleiding te ontvang en betrokke te raak by assesserings-akkommodasies.

Belangstellendes kan 'n volledige CV, gewaarmerkte afskrifte van kwalifikasies, getuigskrifte en kontakbesonderhede van referente per hand by die skool inhandig of pos aan Posbus 17, Kuilsrivier, 7579. Slegs hardekopie aansoeke sal aanvaar word. Dui duidelik aan vir watter pos u aansoek doen.

Sluitingsdatum vir aansoeke: Maandag, 2 November 2020. Laat aansoeke sal nie oorweeg word nie. Korrespondensie sal beperk word tot gekortlyste kandidate.

## **Admin & Receptionist in Centre for Assessment Accommodations and Learning Support (SAALO)**

### **GOVERNING BODY APPOINTMENT**

#### **Requirements:**

Minimum qualification: Grade 12

Training and/or experience in reception or office administration

Computer skills: Proficient user of Excel, Word and Outlook

Bilingual – Good verbal and written language skills in Afrikaans and English



## **Recommendations:**

Experience in reception/office registration within a school context will be advantages.

Good organization and administrative skills.

Good in interpersonal relationships and communication skills.

Adaptability and the ability to function under pressure.

Willingness to be trained and become involved with assessment accommodations.

Interested candidates may submit a detailed CV, certified copies of qualifications, testimonials and contact details of references by hand at the school or mail it to PO Box 17, Kuils River, 7579. Only hard copy applications will be accepted. Clearly indicate the post you are applying for.

Closing date for applications: Monday, 2 November 2020. Late applications will not be considered. Correspondence will be limited to short listed candidates.