

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Office Administrator &amp; Receptionist</b>
<b>Company:</b>	Globeleq South Africa Management Services (GSAMS)
<b>Reports To:</b>	Office Manager & BD Administrator
<b>Direct Reports:</b>	None
<b>Location:</b>	Melrose Arch, Johannesburg
<b>Role type:</b>	Permanent

### Organisational Context and Purpose of Role

Globeleq is a leading independent power producer operating and developing power projects in Africa. In South Africa, Globeleq owns and operates renewable energy (RE) power plants throughout the country.

The Office Administrator & Receptionist manages the Melrose Arch office reception and office functions and provides administrative assistance to an Asset Director.

### Key Responsibilities

#### Manage Reception, Switchboard and Post

- Answer the reception telephone timeously, deal with calls or transfer when appropriate ensuring telephone etiquette is maintained
- Take telephone messages when calls are diverted to reception
- Be aware of the location of staff and contractors who are not in the office and communicate this to callers, as appropriate
- Perform front-of-house support, ensuring the reception area is tidy, welcoming visitors and letting GSAMS staff know of visitor arrival
- Handle all incoming and outgoing post, including dealing with couriers
- Arrange visitor parking in building.

#### Office-related Maintenance

- Office equipment maintenance namely servicing of fridge filter, coffee machine, replace bulbs, chair gas lift, door repairs and ad hoc maintenance
- Manage the office cleaner eg. mail monthly detergent list, etc.
- Order /purchase food for the office, including weekly groceries, Friday lunches and food for any special events/meetings
- Maintain stationery supplies at the Melrose Arch offices
- Make arrangements for staff birthday celebrations (card, cake, messages from site staff, etc.)
- Assisting with staff functions, eg. Family Day, Year End Function, etc.
- Uploading new staff members and short-term contract workers onto Biometric Access System.

#### Administrative Assistance

- Assist Springbok Asset Director with ad hoc issues, including but not limited to:
  - Arranging meetings
  - Raising Purchase Orders on Ellipse
  - Sourcing accommodation for consultants and visitors (National & International)
  - Completing cash, credit card & travel expense claims.

Meeting Room Management

- Manage the calendars for the Melrose Arch Boardroom and Meeting Rooms, accepting and declining meeting requests timeously and as appropriate
- Set up Blue Jeans calls when required
- Ensure that the appropriate refreshments are served at meetings
- Ensure the rooms are set up as appropriate for meetings.

And any other duties, as assigned by the line manager, in line with the role.

**Skills and Competencies**

1. Excellent communication skills, both oral and written
2. Excellent inter-personal skills
3. Meticulous with a very high attention to detail
4. Good planning and organising skills
5. Able to prioritize and work well under pressure
6. Action-oriented: able to take tasks to completion
7. Flexible and able to deal with change
8. Very good self-management skills and works well under limited direct supervision.

**Experience, Knowledge and Qualifications**

1. Good IT skills – highly proficient in MS Office (Outlook, MS Word, MS Excel and PowerPoint an advantage)
2. Ideally minimum 5 years' experience in a corporate environment
3. Drivers license and own transport required.

<b>Prepared By</b>	Natasha Holloway, Tasneem Barendse and Laura James	<b>Date</b>	4 November 2019
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<b>Application process</b>	CV and cover letter, together with certificates and current salary details, to be emailed to <a href="mailto:jobs@globeleq.co.za">jobs@globeleq.co.za</a> by <b>Thursday, 14 November 2019</b> .
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