

WE ARE HIRING

Vacancy



RECEPTIONIST/HOSTESS
LOCATION: OTJIWARONGO

KEY PERFORMANCE AREA:

- Deliver professional switchboard and reception services at all times.
- Welcome, assist, and direct guests in a friendly and professional manner.
- Answer and route incoming calls promptly and accurately.
- Record and relay messages accurately and timeously.
- Perform reception and departmental administrative duties within required timelines.
- Adhere to company cash-handling policies and procedures.
- Carry out ad hoc reception duties as required.
- Assist the Cashier when needed.

EXPERIENCE & QUALIFICATIONS:

- Grade 12 (Matric) or equivalent qualification.
- Computer literate (Microsoft Office)
- At least 3 years' reception experience.
- Language proficiency in English, Afrikaans, and additional languages will be advantageous.
- Toyota franchise experience will be advantageous.

COMPETENCIES/SKILLS:

- Demonstrates a passion for excellence, delivering outstanding customer service with a first-time-right approach.
- Adheres to company and franchise standards, policies, and procedures.
- Communicates effectively, both verbally and in writing.
- Exhibits strong time-management and organizational skills.
- Maintains a friendly, professional, and approachable demeanor.
- Works effectively as a dependable and collaborative team player.

Candidates meeting the requirements as per advertisement may apply. Previously disadvantaged and persons with disabilities are encouraged to apply.

CLOSING DATE: 26 JUNE 2026

Kindly submit your application to:

https://jobopportunities.net/employer_info.aspx?SupplierId=MzgZMTQ=&prth_act=info



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