

Bates College of Technology.

Is looking for a new:

ADMIN CLERK

In the **Polokwane** campus.

Duties:

Responsible for performing **clerical** and **administrative duties** at the college. Assisting executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and communicating with students.

Job Requirements

The position requires Good reading and writing skills, Strong grammar and spelling, Competent keyboard skills, Good communication, An ability to work individually and as part of a team, The ability to concentrate for long periods of time and Attention to detail

Job Qualifications

Grade 12. (Applicants with a Certificate/Diploma in Admin will have added advantage)

info@my-bates.co.za

The persons interested in this challenge may send us their full applications to the email stated above, or hand deliver at Cnr Rissik and Landrosmare Street, Polokwane, 0699. Your application will be processed with full confidentiality

Closing Date: 28 July 2017



0861538624



0721773239



0789985585



info@my-bates.co.za