

INSPIRING EXCELLENCE. MAKING A WORLD OF DIFFERENCE

St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School in the Waterberg Mountains, and the Thandulwazi Maths & Science Academy on our Campus. As a College we are intent on Inspiring Excellence and Making a World of Difference.

Receptionist/Office Administrator Finance Department

We are excited to welcome applications for a role within our Finance Department which requires passion, commitment, innovative thinking and leading-edge ability.

Your talent and positive mental attitude mean you are able to deliver on the following responsibilities:

- Efficient operation of the frontline reception for the Finance Department and provide professional, prompt, courteous and knowledgeable service
- Take ownership of the housekeeping within the reception area
- Dealing with telephonic interaction from staff, parents and service providers
- Manage boardroom bookings
- Administrative duties including filing (paper based and electronic), receiving/sending of emails; sorting and distribution of internal mail, accepting deliveries and any other ad hoc requests which impact on the effective functioning of the Finance department
- Issuing of lunch slips/cards to students
- Assist in scanning and filing of payment requisitions
- Performing some secretarial duties for the Finance Department, including diary management
- Manage outsourced office cleaner and related requirements
- Order and manage office and printed stationery; and refreshments
- Ad-hoc admin duties

The requirements of the position:

- 3-5 years' experience in reception and office administration, preferably within a customer service environment along with previous experience in data capturing and document storage solutions
- Solid computer literacy with a sound knowledge of Outlook, MS Word and MS Excel specifically
- Strong communication and inter-personal skills along with excellent telephone etiquette
- Interacting with parents, staff and the broader Saints community intelligently and respectfully, ensuring high levels of diplomacy and tact
- Ability to prioritise, multi-task and work under pressure
- A confident individual who can use their own initiative, is responsible and can take charge of difficult situations
- Customer service orientation
- Punctuality, honesty and reliability are essential
- Must be able to work without supervision
- Proof of sexual offender's clearance certificate
- Any staff member working within a school is required to have a sexual offender's clearance certificate
- A willingness to work within the values, Christian ethos and mission of the College as well as participation in the broader life of the school

The successful incumbent will be required to take up his/her post immediately.

The St Stithians HR team together with the Deputy Head of Finance are willing to provide you with any further information or assistance in applying for this outstanding opportunity. **By applying**, you accept that it is mandatory for any staff member to have a sexual offender's clearance certificate before employment can commence. Applicants are requested to apply online by clicking on the following link:

<https://www.surveymonkey.com/r/FinanceRecep>

Please address your application to: the Head of Finance, St Stithians College before the closing date of 28 August 2018.

St Stithians College is an Equal Opportunity Employer

The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration.

Only short listed candidates will be contacted



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www.stithian.com

