

# 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 available from 1 September 2021, 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 Building and provide professional, prompt, courteous and knowledgeable service
- Taking of messages and dealing with general queries from staff, parents and service providers
- Administrative duties including filing (paper based and electronic), receiving/sending of emails; sorting and distribution of internal mail, accepting deliveries, organising meetings and any other ad hoc requests which impact on the effective functioning of the Finance department (including performing credit enquiries for Admissions Department)
- Assist with Debtor portal queries
- Capturing of purchase orders and invoices on the Procurement system
- Performing some secretarial functions for two Deputy Heads, including diary management



### 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

To apply please click on the following link before the closing date of 18 June 2021 <https://stithianjobs.mcidirecthire.com/>

Applications received via email will not be considered. Applications must be done via the link above only.

**St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives**

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa [www.stithian.com](http://www.stithian.com)

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 applications automatically disqualifying themselves from consideration. **Only short listed candidates will be contacted**



# ST STITHIANS COLLEGE

[www.stithian.com](http://www.stithian.com)



Peter Place | Lyme Park | Sandton | 2191



**ISASA**

Independent Schools Association of Southern Africa