

## Career Opportunity Internal & External Advert

**Bokoni Platinum Mines** is an ARM owned mining operation situated on the eastern limb of the Bushveld Complex. This operation is planned to produce circa 400,000 oz per annum. Its project plan includes the construction of new decline shafts with combined capacity of 240,000 tons per month, a new concentrator plant, tailings storage facility and associated surface and underground infrastructure.

Applications are invited from suitably qualified and experienced persons for the position of **Receptionist** The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

### Receptionist (B2)

#### Purpose of the Job:

The Receptionist will be responsible for Managing the front reception desk at Bokoni Platinum Mines by screening calls, taking messages and managing visitors. Manage and Oversee the Reception and Office Administration within Bokoni Platinum Mines. The position will be transferring calls to the relevant departments as well as taking detailed messages and giving it to the relevant departments. Ordering all Office supplies and stationery.

<p><b>Job Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• Office management certificate or relevant.</li> <li>• 2 Years relevant experience in a similar environment.</li> <li>• Telephone Etiquette.</li> <li>• Typing Skills.</li> <li>• Computer literate.</li> <li>• Driver`s license code 08 will be advantage.</li> <li>• Fitness Certificate.</li> <li>• Understanding &amp; application of Health &amp; Safety Principles.</li> </ul>
<p><b>Job Responsibilities</b> (will include the following but not limited to):</p>	<ul style="list-style-type: none"> <li>• Managing the front reception desk by screening calls, taking messages and managing visitors.</li> <li>• Transferring calls to the relevant departments as well as taking detailed messages and giving it to the relevant departments.</li> <li>• Ordering all office supplies and stationery.</li> <li>• Booking office meeting rooms.</li> <li>• Maintain all filling and storage within the office as well as the office upkeep budget.</li> <li>• Managing the initial stage of procurement with new suppliers in terms of obtaining KYC documents.</li> <li>• Managing office post and courier of documents.</li> <li>• Making travel arrangements for staff, booking flights, accommodation etc.</li> <li>• Typing of various correspondence for HOD Team when required to do so.</li> <li>• Handling general queries when required to do so.</li> </ul>

**Personal Attributes:**

- Good communication skills.
- Multitask.
- Attention to detail.
- Good housekeeping
- Organised.
- Presentable

**Interested applicants are invited to apply on our B-Connect WhatsApp System at 087 250 2184 follow the prompts by no later than later than 12 March 2024. Please attach:**

- Comprehensive updated CV
- Certified ID copies
- Certified copies of all qualifications

**Equity Statement:**

Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.

**POPIA Disclaimer**

**By sending your CV to the email address on this advertisement you agree to:**

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Bokoni Platinum Mine will keep the record of your personal information confidential.