

# Receptionist/Office Administrator

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A vacancy for a Receptionist/Office Administrator currently exists at the production facility (in Somerset West) of an innovative engineering company, EMSS Antennas. EMSS Antennas ([www.emssantennas.com](http://www.emssantennas.com)) is a subsidiary of the Alphawave group ([www.alphawave.co.za](http://www.alphawave.co.za)). EMSS Antennas has a world-class team that designs and builds state of the art receivers for the world's most powerful radio telescopes such as MeerKAT, the current global standard for telescopes in its class. We are also intricately involved in international projects like the SKA. Additionally, we are constantly developing our own products. More information can be found here: [www.fieldsense.com](http://www.fieldsense.com) and [www.inrangegolf.com](http://www.inrangegolf.com)

## **Key outcomes**

- To take ownership of and responsibility for all office administration duties
- Accepting/receiving of all deliveries and visitors
- Making coffee for guests
- Answering phone calls and taking messages
- Managing all aspects relating to daily staff meals
- Ensuring continuous stock of all food, beverage, condiments, stationery and various other adhoc requirements



## **Qualifications and Experience Required**

- Matric or equivalent qualification
- Hands-on experience with office equipment (e.g. scanners and printers)



## **Candidate Profile Description**

- Eager to take ownership and be accountable
- Excellent verbal and written communication skills with suppliers, visitors, management and staff at all levels
- Flexible enough for an SME environment
- A general attitude of serving others to achieve a common goal
- Ability to work and solve problems independently
- Goal-oriented, organised team player



## **Knowledge and Skills Required**

The following knowledge and skills are required.

- Basic computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks



## Terms and Conditions

- Competitive, market related salary
- Various company perks
- Starting date is as soon as possible
- 12-month contract
- Please send a comprehensive CV **including academic results and certificates** to [cstuart@emss.co.za](mailto:cstuart@emss.co.za)
- Closing date for applications: Consideration of applications will begin on 29 July 2022 and will continue until the position is filled.



## Contact Details

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