



VACANCY -2476

REFERENCE NR	:	VAC00774/26
JOB TITLE	:	Admin: Receptionist
JOB LEVEL	:	B2
SALARY	:	R 139 012 - R 208 518
REPORT TO	:	Supervisor: Soft Services
DIVISION	:	Human Capital Management
DEPT	:	Facilities Management & Physical Security
LOCATION	:	Eramuskloof and Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide a reception service to internal and external clients in order to assist as required and to render a professional welcoming and front desk service.

Key Responsibility Areas

- Provide a front desk administration service
- Receive and sort mail and deliveries
- Provide information and guidance to customers/visitors
- Maintain hygiene at the reception area and monitor as well as report functionality of resources
- Provide an efficient reception service to internal and external clients

Qualifications and Experience

Minimum: Matric and Certificate in Office Administration or Certificate in Front desk Office.

Experience: 0 - 1 year working experience as a receptionist/front desk office administrator in a corporate organization.

Technical Competencies Description

Knowledge of: Computer literacy Numerical Front desk administration procedures Knowledge of different languages.

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process

1. Register using your ID and personal information
2. Use received one-time pin to complete the registration
3. Log in using your username and password
4. Click on "Employment & Labour
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour

2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 20 August 2025

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.