

Post date: Friday, 18 January, 2019
Opportunity type: 12 Month Contract
Location: Salt River, Cape Town
Closing date: Thursday 30 January 2019

City Mission is a Christian non-profit organisation whose main objective is to address these socio-economic problems that cripple individuals, families and communities, through not only providing necessary resources, but also building relationships that begin a process of mentoring and bringing about lasting change in all aspects of a person's life.

Our Core Values

- Christianity – we aspire to follow the teachings of Jesus
- Professionalism – we aim for quality in what we do
- Integrity – we are good stewards of our resources
- Communication – we communicate honestly and respectfully
- Inclusion – we promote and practice inclusion

City Mission is currently seeking to appoint a
Secretary / Receptionist

Key Responsibilities will include:

- Reception and front office assistance;
- General office administration, including:
- Handling correspondence and post
- Filing & document management
- Printing and copying
- Ordering office supplies
- Keeping leave and other records
- Organising maintenance and repairs
- Other tasks as agreed with the CEO and/or Ministries Director, including assuming responsibilities of other administrative staff during their absence.

The **Secretary/Receptionist** should have the following attributes:

- NQF level 2-4 coupled with basic secretarial experience
- Computer literacy: MS Word, Excel, Email + Internet & Google Calendar
- Must have a good command of English & Afrikaans. Xhosa will be helpful, but not essential;
- Good communication skills, verbal and written;
- "Self-starter" with appetite for work and learning
- Flexibility and ability to work under pressure;
- Good interpersonal skills with a friendly disposition
- Proven ability to build and maintain positive working relationships
- Absolute reliability, discretion and diplomacy

If you have a heart for community development & transformation and the skills and experience which match this vacancy, please send your CV with a brief covering letter telling us a bit about yourself to email@citymission.org.za by **Thursday 30th January 2019**. For further information feel free to contact us on 021 486 7660.

Should you not hear from us within 2 weeks after the closing date, please consider your application unsuccessful. Thank you for taking the time to apply.