

**HOPE Cape Town seeks to appoint a RECEPTIONIST to join our team at our campus in Delft, CapeTown.**

**Location: Delft Cape Town**

HOPE Cape Town is a registered non-profit organisation based in Cape Town, dedicated to raising the quality of life of people and communities. Emphasis is placed on vulnerable children, adolescents and their families.

**Position description:**

We are looking for an experienced and motivated receptionist to manage our reception desk and to perform a variety of administrative and clerical tasks. Our receptionist should be friendly and professional with a passion for community service.

**Receptionist Duties:**

- Greet and welcome visitors
- Direct visitors to the appropriate building, office or person.
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute mail and deliveries.
- Compile order lists for office stationery and consumables and keep and inventory of stock.
- Provide administrative support to staff members
- Manage clinic bookings
- Manage client payments

**Minimum requirements and skills**

- Minimum 2 (two) years work experience as a receptionist / office administrator
- Grade 12
- Certificate in Office Administration or similar
- Excellent Communication Skills (written and spoken). Fluent in English and Afrikaans. (communication skills in Xhosa advantageous)
- Experience or qualification in medical reception advantageous.
- Ability to multitask and to work under pressure
- Good organisational skills
- Computer skills (including MS Office and associated software)
- Highly professional and presentable
- Ability to work independently and as part of a multidisciplinary team
- Own reliable transport
- No criminal record

**To apply:**

Please send us a motivation letter highlighting your suitability to the role and your updated CV with contact details of two work-related referees to **MaraisButton & Associates**.

Email: [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Kindly note, due to high influx of applications, only suitable candidates will be contacted.  
If you do not hear back from us within 14 days of the closing date, please consider your application unsuccessful.

For more about HOPE Cape Town, refer to [www.hopecapetown.org](http://www.hopecapetown.org)