



**NORTHERN CAPE**

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### **POSITION: MOWCS NORTHERN CAPE SECRETARY/RECEPTIONIST**

A platform for secretarial experience, applicants are invited to apply at Meals on Wheels Northern Cape Area Office for the Secretary/Receptionist position.

#### **REQUIREMENTS:**

- Post-Matric qualification in Secretarial studies
- Code 8 or 10 driver's licence
- 1-2 years secretarial experience required
- Computer literacy
  - Ms Word
  - Excel
  - Power Point
  - Internet communication
- Ability to follow instructions well and to make informed decisions with no supervision
- Effective telephone communication skills
- Maintain all records keeping procedures, including the receipts and transmission of e-mails/internet
- Complete fluency in written and spoken English
- Ability to communicate in Afrikaans
- To start January/February 2019

#### **Documents to be submitted:**

- Curriculum Vitae
- Certified copies of qualifications

#### **Applications to be addressed to:-**

Fax: 053 832 9813 Email: [info@mowcsnc.org.za](mailto:info@mowcsnc.org.za)

**Enquiries:** MOWCS NC: Tel: 053 832 1149

**CLOSING DATE:** 30 November 2018