

## HALF DAY RECEPTIONIST/ADMIN ASSISTANT

There is a vacancy for the position of Receptionist/Admin Assistant at Ridgeview Village, a Retirement Village on the East Rand.

Applicants must have good administrative qualities, be computer literate, communicate well in English and have a caring style.

The incumbent will be responsible for office administration, reception, fundraising, debtors and cashier duties.

Own transport and drivers licence is essential

Working hours Mon - Fri 08h00 – 13h00

Applicants are invited to send a short CV to:

The HR Manager (Ref: RV18)

E-mail : [hr@mha.co.za](mailto:hr@mha.co.za)

Closing date: - 31 October 2018



**Methodist Homes**

Providing affordable, secure and caring accommodation and services to the elderly