

Job News
Committee Room Attendant

Position – Permanent

The applicant should be well versed in the general servicing of Committee Rooms, with a minimum of five years' experience in the field. A driver's license is essential.

The incumbent should have good interpersonal skills, excellent communication skills coupled with a good command of the English language. Knowledge of the Outlook email system will be an advantage.

The successful applicant will be responsible for:

- Receiving regular meeting lists
- Providing tea/coffee according to the lists
- Allocating catering according to the list
- Clearing the Committee Rooms after the meetings
- Ensuring the cleanliness of the meeting rooms, before and after meetings
- Reporting any problems that may be experienced with any of the rooms
- Setting the air-conditioners at the required standard
- Operating the dishwasher
- Operating and servicing the coffee machines
- Replenishing water from the atmospheric water generator
- Making ice with atmospheric water
- Filling up the water coolers
- Keeping the pause areas clean and tidy
- Packing and securing all crockery, cutlery and refreshments
- Assisting with all reasonable requirements regarding the meetings that take place
- Sweeping areas of the building, as and when required
- Assisting the handyman, as and when required
- Driving as and when required

The remuneration package is commensurate with the position.

Please send a detailed Curriculum Vitae (CV) to Ms F Khota at fkhota@chamberofmines.org.za

Closing date: 27 September 2017