



## **VACANCY ADVICE OFFICE ASSISTANT**

Grand Gaming KZNSLOTS (RF) (Pty) Ltd would like to recruit a disabled KZN based Office Assistant with previous general cleaning experience. This position reports to the General Manager, Grand Gaming KZNSLOTS (RF) (Pty) Ltd.

### **RESPONSIBILITIES OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:**

#### **General cleaning duties:**

- Tiled and carpet office floors to be cleaned daily
- Removal of all kitchen waste for disposal and office clean up
- Cleaning of dishes as and when required, daily
- Floors & work surfaces washed, daily
- Exterior of cupboards cleaned and wet wiped, daily
- Storage cupboards cleared & wet wiped, weekly
- Fridge & Microwave cleaned daily/weekly
- Ensure the tidiness of the kitchen, pause area, office space, boardroom and meeting rooms
- Responsible for ordering kitchen supplies timeously
- Serve refreshments

#### **Office Admin Duties**

- Assist with reception as and when required
- Assist with general office administration duties

### **QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED**

- Must have a matric certificate.
- Similar job-related experience (preferred) -Office cleaning/office assistant
- Basic knowledge of general hygiene practices
- Effective communication and interpersonal skills
- Articulate in English with a regional language would be advantageous
- Basic Computer Literacy
- Customer service orientated
- Crockery and grocery stock control skills
- Excellent organisational skills
- Attention to detail: Work independently, with a high degree of responsibility
- Teamwork & Cooperation
- Time & Attendance
- Initiative: Proactive & Self driven

**Interested parties should email a detailed cv to [recruit@sunslots.co.za](mailto:recruit@sunslots.co.za) by end of business on, Friday, 31 March 2023**

**Equity**

*Preference will be given to applicants from designated groups in line with the provisions of the employment Equity Act, No. 55 of 1998, as amended, Sun Slots internal recruitment policy and unit specific employment equity plans*

**POPIA Statement**

*Please note that when applying for any position, reference checks will be completed and personal information as defined in the Protection of Personal Information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the Privacy Statement*

*Please note that should you not be contacted within 1-month after the closing date of this advertisement, please accept that your application has been unsuccessful*

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