



Germiston Phase II Housing Company(PTY) Ltd.

Known as **Ekurhuleni** Housing Company
(2000/007937/07)
("the company")

Chris Hani Village, Cnr Victoria Street & Linton Jones Street, Germiston
Tel: 010 101 4675 | Email: Info@ehco.org.za | Website: www.ehco.org.za

INTERNAL/EXTERNAL ADVERTISEMENT

RECEPTIONIST

PERMANENT

SALARY: 235 000.00

ROLE PURPOSE

To provide a professional, welcoming and efficient front-desk and switchboard service for the social housing entity, ensuring that residents, applicants, service providers and other stakeholders are received courteously, directed appropriately, and assisted promptly. The Receptionist supports the smooth flow of communication, maintains the reception environment, and performs general administrative duties that contribute to effective customer service and organisational operations.

Role Requirements

- Grade 12 (Matric)
- NQF level 5 or a Diploma in Office Administration/Management, Communications, Public Administration, Public Relations, Marketing, Customer Service or a related field.
- Certificate or short course in reception, office administration, customer service or communications will be an added advantage
- Minimum 2 years relevant receptionist and/ or call centre experience.
- Computer literacy in Microsoft Office applications, including Word, Excel, Outlook and Teams or similar communication tools
- Excellent customer service and business communication skills.
- Ability to work under pressure, use initiative and function independently.

Key Responsibilities

- Greet all visitors, residents, applicants and service providers in a cordial and professional manner
- Manage the reception area and ensure a clean, safe and organised lobby or waiting environment
- Provide basic information and direct visitors to the correct offices, departments or officials
- Monitor visitor access processes in line with organisational procedures
- Answer incoming calls promptly and professionally and direct calls to the appropriate individuals or departments
- Respond to routine enquiries or refer matters for further attention where necessary
- Maintain effective communication channels between the public and the organisation
- Maintain reception registers, message logs and basic filing or record-keeping systems accurately
- Provide administrative assistance such as receiving documents, distributing correspondence and supporting office coordination
- Handle information with confidentiality and in accordance with organisational procedures
- Maintain stationery and front office supplies and report maintenance or service issues affecting reception operations
- Promote a positive image of the organisation through courteous, efficient and professional service at all times
- Perform other duties and responsibilities reasonably assigned in support of service delivery

Non-Executive Directors: L. Mtshede (Chairperson); T. Hangana; F. Dikgale; D. Hlawula

Executive Directors: Z. Nkamana (CEO), S. Mjwara (CFO)

Company Secretary: S. Mbengo

Reg. No: 2000/007937/07

Kindly note by submitting your application for the vacancy, you acknowledge that Ekurhuleni Housing Company may process your personal information in terms of the Protection of Personal Information Act No. 4 of 2013 ("POPIA").

EHC is an equal opportunity employer and encourages persons with disabilities and candidates from all designated groups to apply.

Interested candidates who meet the above requirements should send their applications to:

recruitment@ehco.org.za, for attention: HR: **Ms. Ziphelele Buje**

Correspondence will be limited to shortlisted candidates. Applicants who have not been contacted within 6 weeks of the closing date should consider their applications unsuccessful.

THE CLOSING DATE 30 September 2026

EHC reserves the right not to make an appointment.

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