



PASCAL

Interior Design & Carpentry
Services

a subsidiary of PASCAL INVESTMENT HOLDINGS (Pty) Ltd

Head office: unit 18, riverside industrial
park38 Ossawa Street, Terenure, Kempton
Park

info@pascal.co.za

073 124 8043 | 012 012 5279

2018/493466/07. Reg No
4340292681. Vat No

www.pascal.co.za



Receptionist Position x 2

Job Type: Full-time

Salary: Market related

We are seeking a professional and friendly Receptionist to join our team. The ideal candidate will be the first point of contact for our clients, providing excellent customer service and representing our company in a positive manner.

If you have exceptional communication skills, a welcoming demeanor, and the ability to multitask efficiently, we encourage you to apply.

Responsibilities:

- Greet and welcome visitors in a courteous and professional manner.
- Answer and direct incoming calls to the appropriate department / personnel.
- Maintain a clean and organised reception area.
- Schedule and confirm appointment for clients and staff.
- Monitor and manage visitor access
- Handle customer inquiries and provide information about our products/ services.

Requirements:

- Exceptional verbal and written communication skills
- Professional Appearance, ability to work independently and as part of a team.
- Ability to remain calm and composed in high pressure situation.

and Qualifications

- Matric/ diploma in office management/ secretary
- Proven experience as a Receptionist or similar role.
- Proficiency in Microsoft office

Interested candidates are invited to submit your resume for consideration to:

opportunities@pascal.co.za

CLOSING DATE 12 APRIL 2024

Director
P Hlongwane (Managing Director)

Non - Executive Director
M Hlongwane
Pascal Interior Design and Carpentry Services PTY Ltd Reg. No2018/493466/07.