



## Receptionist / HR Admin

**Job Title:**

Receptionist / HR Admin

**Place of Work:**

Based in Cape Town at Tiny Keg Can Co

**Responsible to:**

Management & HR Team

**Liases with:**

Management & HR Team

**Key Performance Areas**

Please refer to the next page for areas in which your performance in this role will be measured.



## Receptionist / HR Admin

### Key Performance Areas

#### Receptionist Duties:

- Front Desk Management: Greet visitors, answer phone calls, and direct inquiries to the appropriate departments or personnel.
- Visitor Assistance: Provide excellent customer service to guests, ensuring a positive experience during their visit to the company.
- Mail and Package Handling: Sort and distribute incoming mail and packages, as well as manage outgoing shipments.
- Office Supplies: Maintain inventory of office supplies and place orders as necessary to ensure adequate stock levels.
- Facility Maintenance: Coordinate with relevant departments to ensure the office premises are well-maintained and presentable at all times
- Perform additional tasks and projects as assigned by management, contributing to the overall efficiency and success of the company.

#### HR Administrator Duties:

- Employee Records: Maintain accurate and up-to-date employee records, including personal information, attendance, and leave records.
- Clocking System Oversight: Monitor the clocking system to ensure accurate records and submit overtime hours each month end.
- Leave Management: Keep track of employee leave, sick leave, and family responsibility, ensuring accurate records are maintained.
- Recruitment Support: Assist HR Manager in the recruitment process by posting job openings, collecting applications, and scheduling interviews.
- Onboarding: Facilitate the onboarding process for new employees, ensuring they receive necessary orientation and paperwork.