



WE ARE HIRING:

RECEPTIONIST

Reference: PSSPF – REC-2026

Location	Menlyn, Pretoria
Employment Type	Permanent
Salary	Market Related
Industry	Retirement Fund / Financial Services

ABOUT OUR CLIENT:

Our client is Retirement Fund based in Menlyn, Pretoria. The Fund is committed to sound governance, regulatory compliance and service excellence, and is seeking to appoint a suitably qualified and experienced professional to join the team.

PURPOSE OF THE ROLE:

To be the first point of contact for an organisation and keep its front of house operations running smoothly.

COMPETENCIES REQUIRED:

- Manage the Fund's switchboard and direct all calls and queries to the relevant staff members.
- Maintaining the front desk/lobby – keeping it tidy, professional and welcoming.
- Assisting visitors and walk ins at reception.
- Deal quickly and professionally with clients and visitors queries.
- Arrange parking for visitors where required.
- Manage the booking of the boardrooms and refreshments.
- Record and route messages.
- Administrative support – mail handling, filing, data entry, ordering supplies.
- Assist with administrative services when required.
- Assist with any other administrative duties as directed.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



BEHAVIOURAL COMPETENCIES:

- **Customer Service:** Follows through, on member enquiries, requests and complaints, keeps members up to date about progress of their queries.
- **Flexibility:** Adapt to the culture of the organisation and live up to the values and mission of the organisation.
- **Organisational commitment:** Excellent work ethic
- **Teamwork:** Support team decisions, a good team player and accountable
- **Concern for Order and Quality:** Follows standard procedures, established guidelines, policies and processes of the organisation.
- **Achievement Orientation:** Result driven individual with high performance order
- **Initiative:** Recognises and reacts to present opportunities.

REQUIREMENTS:

- Matric
- Basic Computer Literacy
- 2-3 years receptionist experience

For applications and enquiries:

Please submit your CV, letter of motivation together with certified copies of ID and Qualifications to faith@lenohlahla.co.za. Please state the name of the position you are applying for in the subject line of your email.

Should you not receive a response within four weeks of the closing date, please consider your application unsuccessful.

Closing date: 10 August 2026

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