



Accountants

**WE'RE
HIRING**

Job Vacancy

Receptionist

Job Responsibilities:

- Welcoming and assisting clients in a professional manner
- Answering and directing phone calls
- Managing bookings, appointments, and schedules
- Handling emails and general enquiries
- Maintaining a clean and organised reception area
- Basic administrative duties (filing, data capturing, etc.)



Send your CV & Cover Letter to:
info@pnaaccountants.co.za

More Information

033 342 5302
110 Chase Valley Road ,Chase valley
,Pietermaritzburg,3201

Requirements:

- Matric certificate (Grade 12) is essential
- Excellent communication and interpersonal skills
- Well-presented and professional attitude
- Basic computer skills (Microsoft Office, email, etc.)
- Ability to multitask and stay organised
- Previous reception/admin experience is an advantage

Benefits:

- Competitive salary
- Career growth opportunities
- Friendly and supportive work environment

APPLY NOW