



1st Floor, JSL Towers, 255 Pretorius Street,
Pretoria CBD

Email: info@ac2.org.za

www.ac2.org.za

Office number: 010 100 3177

OFFICES IN PROVINCES: Gauteng | North West | Eastern Cape | Mpumalanga | Free State

ACCESS CHAPTER 2

IS SEEKING A GENERAL ASSISTANT

TO BE BASED AT AC2 RUSTENBURG WE BELONG CENTRE

Company: Access Chapter 2

Published: 05 July 2024

Location: Northwest

Opportunity Closing Date: 11 July 2024, 15:00 PM

Key Responsibilities:

- Keep the work environment clean and organized.
- Consistence of disposing of waste and maintaining equipment and offices.
- Ensure all cleaning equipment are in good working condition and stored in a safe and secured place.
- Ensure offices, kitchen and refreshment areas are hygiene on a daily basis
- Responsible for loading and offloading goods, equipment and materials.
- Monitor stock level by checking that there is sufficient stock all consumables (tea, coffee, sugar, mil) in the refreshment area.
- Assist the site officer with reception duties and admin work.
- Prepare the boardroom when there is planned meetings or engagement.
- Provide coffee, tea and water to guest
- Be available to be sent by site manager/ site officer or any other person to work related trips.
- Assist clients with inquiries, guide them to consultation rooms and bathrooms.
- Provide clients with internet logins.
- Maintain safety standards, follow protocols and report hazards to prevent workplace accidents.

Education and Experience requirements:

- Grade 12 and relevant qualification will be added an advantage
- 1 year experience of being a general work/general assistant.
- Advanced computer and software skills.
- Good verbal and written communication skills.
- Knowledge in health and safety.
- Good interpersonal skills.



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- Time management skills
- Strong work ethic
- Be flexible and adaptive to maintain productivity.
- HIV Testing certificate will be added an advantage

Application process:

Interested candidates should email a cover letter and CV no longer than 3 pages with 3 contactable references to vacancies@ac2.org.za on a subject line please put the name of the position you are applying for.

Application Closing date: 11 July 2024, 15:00 PM