

# SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL



## SUID-AFRIKAANSE RAAD VIR TANDTEGNICI

### PROFESSIONAL ASSISTANT/RECEPTIONIST

The SADTC is a statutory authority, established in terms of section 2 of Act, No19 of 1979 (as amended), to regulate the profession of dental technology in the health sector. Our offices are situated in Arcadia Pretoria. Suitably qualified and experienced persons are invited to apply for the post of the receptionist/Professional Assistant

The appointed person will be responsible for providing administrative support and act as Personal Assistant to the Registrar and Council Members. Responsible for the reception area. Communicate with stakeholders as required – i.e. act as the face of SADTC.

#### **MINIMUM REQUIREMENTS**

1. Matric
2. Secretarial diploma OR Administration

#### **KEY PERFORMANCE AREAS**

1. Acting as a Personal Assistant to the Registrar/CEO and Council Members (daily and as required)
2. Perform receptionist duties
3. Receive, record and distribute the incoming mail
4. Manage the stationary supplies for SADTC
5. Assisting with Registry functions
6. Minute taking

#### **COMPETENCY REQUIREMENTS**

1. MS Word – Intermediate;
2. MS Excel – Basic;
3. MS Outlook – Intermediate;
4. Pastel – Basic; and
5. Proficiency in the English language required.
6. A basic understanding of the Afrikaans language preferred.
7. Basic numeracy skills and good accuracy required.

## **PERSONAL ATTRIBUTES**

1. **Written Communication** - The ability to express ideas clearly in memoranda, reports, letters or other documents
2. **Verbal Communication** - The ability to express ideas effectively in individual or group situations
3. **Conflict Management** - The ability to effectively manage and resolve conflict situations in the workplace.
4. **Tenacity** - The ability to stay with a position or plan of action until the desired objective is achieved or it is no longer reasonably attainable.
5. **Planning, Organising & Controlling** - The ability to establish courses of action for self and/or others to ensure the efficient completion and control of work.

Interested individuals are invited to submit detailed CVs, including certified copies of qualifications and ID to the following address:

The Registrar, SADTC, P.O Box 14617, Hatfield,0028 or hand deliver at 954 Arcadia Street, cnr Arcadia & Hill Streets, Arcadia, Pretoria or via Email at: [recruitment@sadtc.org.za](mailto:recruitment@sadtc.org.za). The closing date for applications is 17 December 2021.

**Total package which is CTC to be discussed with the successful applicant.**

**The SADTC reserves the right not to make any appointment to this position.**