



THE SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL

DIE SUID-AFRIKAANSE RAAD VIR TANDTEGNICI

Receptionist / Professional Assistant

The South African Dental Technicians Council (SADTC), a statutory body established in terms of Act 19 of 1979 (as amended), invites applications from suitably qualified and experienced candidates for the position of **Receptionist / Professional Assistant** at its offices in Arcadia, Pretoria.

Key Responsibilities

- Provide administrative and personal assistant support to the Registrar/CEO and Council Members.
- Manage the reception area and serve as the first point of contact for stakeholders.
- Handle incoming mail, stationery supplies, travel arrangements, minute taking, and registry functions.
- Provide general administrative support and assist with staff coordination.

Minimum Requirements

- Grade 12.
- Secretarial Diploma or Administration qualification.

Skills & Competencies

- MS Word (Intermediate), MS Outlook (Intermediate), MS Excel (Basic), and Pastel (Basic).
- Excellent English communication skills; basic Afrikaans proficiency advantageous.
- Strong organisational, planning, communication, conflict management, and administrative skills.

Applications

Submit a detailed CV with certified copies of qualifications and ID to:

The Registrar, SADTC

recruitment@sadtc.org.za

Remuneration: Market-related CTC package, to be discussed with the successful candidate.

Note: SADTC reserves the right not to make an appointment.