

FS05 – 1 JOB DESCRIPTION		
Job Title	Receptionist	
Department	Admin	
Job Grade	Admin 2	
To Report to	Financial Director	
Summary of Functions	- The main function will be to manage the switchboard and front desk - Assistance with Directors needs	
Major Duties and Responsibilities	- Receptionist: - Manage front office, including supervision of Admin Cleaning staff - Handling a small switchboard professionally - Attend to visitors - Make logistical arrangement for meetings, ie Boardroom bookings - Assist with general office administration - Reply to queries, compile / type correspondence, documentation, scanning and photocopying - First point of contact to all clients and suppliers - Dealing with telephonic and email queries - Liaise with courier services online and telephonically re collections and deliveries - Ordering and managing all stationery requirements - Deal with employee requests regarding staff and cleaning supplies - Maintain filing system - Assist the Directors with adhoc duties	
Authority	Receive and transfer calls, receive and direct visitors	
Food Safety Requirements/ Responsibilities	- Apply basic hygiene and sanitation and adhere to food safety related rules and activities as per factory and facility instructions. - Perform Food Safety and Quality related activities as part of the FSMS and QC/QA functions.	
Organizational Relationships	Liaise with Admin and Support staff	
Qualifications	- Office Admin diploma or similar - MS Office Certification .	
Physical Demands	- Physical work - Cognitive activities.	
Work Environment	Food Factory – Admin Office	

To apply please email your CV to info@k9petfoods.co.za

Closing date for applications: 10th October 2025