

Name of the Role: Tea Assistant

Role Description:

We are looking for a Tea Assistant to join our Office Management team.

Duties and daily responsibilities:

- Carry out periodic Tea, Coffee and Confectionery Trolley rounds for all staff and boardroom meetings.
- Prepare distribution of fruit baskets daily.
- Replenish tea and coffee stations daily.
- Ensure workstations are clean and tidy at all times.
- Conduct stock count of cutlery, crockery, office consumables and groceries.
- Inform the Cleaning & Tea Supervisor of consumables that need to be ordered.
- Check and receive all grocery deliveries and milk orders ensuring that the correct number of items are received and signed for.
- Assist in the set up and clearing of venues for board meetings and staff functions.
- Conduct regular bathrooms spot checks.
- Assist the Cleaning & Tea Supervisor where necessary.
- Assist the Head: Office & Facilities Management where necessary.
- Perform any other related duties requested.

Role qualifications and experience:

- Relevant and applicable tertiary qualification, eg Bcom. Must be able to read and write.
- Previous Tea Assistant experience would be advantageous.
- Highly motivated.
- Professional.
- Team player.
- Excellent communication skills.
- Customer centric.
- Friendly demeanor.



To apply:

Email: Busisiwe Ngumla at recruit@sygnia.co.za

Should you not hear from us within 14 days after submitting your application, please accept your application as unsuccessful.

Disclaimer:

Please be advised that your personal information shared on your resume will only be used as part of the Sygnia recruitment process for the role applied for. It will not be shared with any third parties for any other reason.