



The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux, alternative dispute resolution agents, payment distribution agents and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the NCR to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:

**Position : Receptionist
Paterson Grade : B-Lower**

Requirements:

- The suitable candidate must hold a Matric Certificate, a one year post matric Diploma in either Customer Service or Administration or an equivalent qualification will be an added advantage, with 2 years relevant experience within a customer service environment.

Duties:

- Answering calls on switchboard efficiently and promptly.
- Re-routing of calls to various departments.
- Assisting with queries from the public.
- Welcoming guests.
- Fax and photocopy all relevant documents when necessary.
- Ensure re-routing of mail to various departments and managers.
- Control of the reception register.
- Other general office duties from time to time.
- Taking of minutes during staff meetings and if required for other meetings.

Knowledge:

- Customer care.
- Switchboard operation.
- General office administration.
- Ms Office.

Skills:

- Good communication skills (verbal and written).
- Computer skills.
- Telephone etiquette.
- Good interpersonal skills.

Closing Date: 23 November 2017

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: HR-recruitment@ncr.org.za

Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.

