

**OFFICE KEEPER
COPPERFIELD STUDIOS – CAPE TOWN**

CORE PURPOSE OF THE JOB:

The Office Keeper's main primary responsibility is to ensure that the office is kept in a clean and hygienic condition and provide professional and customer friendly service to all employees and clients.

KEY PERFORMANCE AREAS:

- Ensure that the office and kitchen areas are kept in clean and hygienic conditions in accordance with health standards
- Preparation of boardrooms in advance of meetings
- Report on anything in the office or kitchen area that needs to be repaired or replaced to the relevant person
- Ensure cleaning materials are stocked and storage areas are well organized
- Preparation and serving of beverages to office staff and visitors as and when required

QUALIFICATIONS / EXPERIENCE:

- Minimum matric with at least 1-year experience in a similar role
- Prior experience as a cleaner would be advantageous

BEHAVIOURS & ATTRIBUTES:

- Strong communication skills
- Well organised, pleasant and energetic
- Ability to use own initiative
- Team player

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria careers@hirtandcartergroup.co.za
Closing date for applications is Friday 13th March 2020.

