https://careerlist.co.za/job/receptionist-jhb-cbd/

Receptionist (JHB CBD)

Employment Type
Temporary

Hiring organization
Career List

Industry
Logistics

Job Location
Johannesburg CBD, Gauteng

Base Salary
R 10000

Date posted
September 24, 2026

Valid through
30.10.2026

Description

An established business is looking for a professional Receptionist to manage the front desk and assist with general administrative duties.

Responsibilities

- Answer and direct incoming calls
- Welcome visitors and clients
- Manage appointments and meeting rooms
- Receive and distribute correspondence
- Assist with filing and data capturing
- Maintain visitor records
- Provide basic administrative support

Qualifications

- Matric
- Previous receptionist or administrative experience advantageous
- Professional telephone manner
- Good communication skills
- Computer literacy
- Strong organisational skills
- Presentable and professional appearance