



GERMISTON MUNICIPAL RETIREMENT FUND

P.O BOX 15753

CNR. RENDELL AND NAGINGTON ROADS

LAMBTON

WADEVILLE

1414

1428

TEL: 011 873 0989 (Members)

TEL: 011 873 0900/1 (General)

073 575 3702

WEBSITE: www.gmrf.co.za

E-MAIL: dave.renke@gmrf.co.za elbie.smith@gmrf.co.za

6 MONTHS FIXED TERM CONTRACT FOR A RECEPTIONIST/ADMIN CLERK

The Fund requires a Receptionist/Admin Clerk on a **6-month fixed term contract basis** with the possibility of renewal. Applicants who are interested must meet the following minimum criteria:

- Grade 12 with Accountancy and Mathematics
- Computer literate with a basic knowledge of Microsoft Office
- Good verbal and written communication skills
- Own transport
- SA Citizen
- Own bank account
- Previous experience will be taken into consideration
- Immediately available

The successful candidate will be required to do the following tasks:

- Reception – receive walk in visitors/members and telephone calls
- Assist with dealing of member enquiries:
 - Pension Backed Housing Loans
 - Assist members with the Two-Pot System and processing of applications
 - Represent the Fund at induction days for new members.
 - Training will be provided
- Filing
- Assist at the Annual General Meeting
- Any ad hoc administrative duties that may arise

Salary to be paid: R8 000 to R11 000 cost to company negotiable depending on experience.

Starting date of the fixed term contract is **1 August 2023**.

The office hours of the Fund are Monday to Thursday 07:30 to 16:00 and Friday 07:30 to 15:30

Enquiries can be made with the Principal Officer or Deputy Principal Officer on 011 873 0900 and cv's can be forwarded to dave.renke@gmrf.co.za or elbie.smith@gmrf.co.za

The closing date for applications is 24 July 2023.