



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 Germiston Municipal Retirement 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 requirements - criteria:

- **Grade 12 with Accountancy and Mathematics**
- Computer literate with a basic knowledge of Microsoft Office
- Good verbal and written communication skills
- Valid driver's license and own transport
- SA Citizen
- Own bank account
- Immediately available

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

- Reception – receive walk in visitors/members and telephone calls
- Assist with 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.
- Filing
- Update member details on member system
- Assist at the Annual General Meeting and Investment Choice meeting
- Any ad hoc administrative duties that may arise
- Be available to assist with trustee meetings held after office hours

Salary to be paid: R15 000 to R18 000 cost to company negotiable depending on experience.

Starting date of the fixed term contract is **1 April 2024**.

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 0901 and applicants who meet the above required criteria are invited to send their CV's and qualifications as attachments to dave.renke@gmrf.co.za or elbie.smith@gmrf.co.za

The closing date for applications is 29 February 2024