



Your One-Stop Global Energy Supply Partner

ACTOM

ENGINEERING PROJECTS AND CONTRACTS
Industry

RECEPTIONIST & ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Job purpose:

We are looking for a professional, well-presented Receptionist & Administrative Assistant who is eager to grow within the organization. This role is ideal for a candidate who not only excels at front desk and administrative duties but who is also motivated to develop their skills and progress into more senior administrative or office management roles over time.

Key responsibilities:

- Manage front desk operations, including welcoming visitors and handling incoming calls
- Maintain a professional and efficient reception environment
- Perform accurate data capturing
- Assist with typing, document preparation and formatting
- Work extensively on Microsoft Excel for data tracking, reporting and updates
- Prepare and maintain spreadsheets and basic reports
- Manage correspondence and administrative records
- Provide general administrative support to the broader team
- Assist with additional responsibilities as part of skills development and growth

Minimum requirements

- Grade 12 (Matric)
- Relevant qualification in Office Administration, Business Administration or similar
- 1 – 3 years' experience in a receptionist or administrative role

Skills & competencies

- Strong Microsoft Excel skills (data capturing, basic formulas, spreadsheets)
- Proficient in Microsoft Word
- Good typing speed and accuracy
- Strong attention to details
- Excellent communication and interpersonal skills
- Ability to multitask and manage time effectively

Personal Attributes

- Professional and well presented
- Ambitious and eager to learn
- Reliable and accountable
- Organized and proactive

Applications

Application letter accompanied by current CV may be forwarded to epc.hc@actom.co.za by no later than 05 June 2026.