



OFFICE SECRETARY

The office secretary plays a vital role in maintaining efficient daily operations of the Company by managing correspondence, scheduling appointments, and supporting staff with administrative tasks. He or she will act as the primary point of contact, ensuring the office runs smoothly and professionally.

Core Responsibilities

- **Communication:** Answer phone calls, route inquiries, and handle incoming/outgoing mail and emails.
- **Office Management:** Manage the office, arrange meetings with clients and suppliers, and welcome visitors.
- **Documentation:** Draft letters, format reports, do printing and photocopying and maintain organized digital and physical filing systems.
- **Office Supplies Monitoring:** Monitor inventory levels, reorder office supplies, and coordinate basic equipment maintenance.
- **Reception:** Greet clients and visitors, directing them to the appropriate person or department.
- **Book-keeping:** Process invoices, manage petty cash, and prepare expense reports.

Key Requirements & Skills

- **Experience:** Proven experience in a secretarial, clerical, or administrative role.
- **Technology:** High computer literacy and proficiency with office productivity suites (e.g., Microsoft Office or Google Workspace).
- **Communication:** Excellent verbal and written communication skills with a professional telephone manner.
- **Organization:** Superior time management and the ability to multitask effectively in a fast-paced environment.
- **Discretion:** High degree of integrity and ability to handle confidential information responsibly.

Education

- **Minimum:** High school diploma (Grade 12 School Certificate) or equivalent.
- **Preferred:** A diploma or a degree in business administration, secretarial studies, or a related field.
- **Accepted:** Any degree in any field.

How to Apply

- Apply to careers@wood-works.co.za enclosing CV and qualifications