

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

In-service Training: Reservations (Six month contract)

About the job:

The CSIR has an **In-service Training** opportunity at the International Convention Centre. The programme aims to expose students to the work environment and provide them with workplace experience required to fulfil their qualification. This position is based in Pretoria.

About the centre:

The CSIR ICC is a dedicated, purpose-built convention center catering for the medium-sized convention market hosting over 600 local, national and international conferences and other types of events annually.

Key responsibilities:

- Manage switchboard by answering and directing calls;
- Assist with signage;
- Manage the reception desk of the ICC;
- Manage the reservations office (this includes filing, events coordination, bookings and other administration duties);
- Welcome all clients and delegates at the centre;
- Capture information of all delegates feedback and client evaluation forms;
- Conduct annual quality management reviews;
- Provide customer relations services to day visitors;
- Update sales call database;
- Conduct research and sales calls.

Qualifications, skills and experience:

- Currently enrolled for a three year qualification in hospitality management (must have completed two years' theoretical component of the qualification);
- An outstanding academic record for the two years of study;
- Strong interpersonal skills;
- Ability to work flexible hours in a dynamic environment would be an advantage;
- Computer skills (Microsoft Office);
- Good communication skills both spoken and written;
- Ability to pay attention to detail and accuracy;
- Ability to be systematic;
- Good interpersonal

- Good time management skills.

All applications must be accompanied by the following documents:

- Motivational letter
- CV
- Academic records

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Job title: Reference No 308016)**

Closing date: 26 April 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***