

Front Counter Assistant

Remuneration:	R3000 - R5500 per month negotiable depending on experience
Location:	Johannesburg, Midrand
Education level:	Matric
Job level:	Junior
Type:	Three mont
Reference:	#Front Counter
Company:	Jetline

The position is for a front counter assistant.

You will be assisting members of the public at the front of a print shop in a shopping centre, working on a computer and sending files to print. You will be fast, efficient, professional and enthusiastic.

The successful candidate will be able to display many attributes that demonstrate exceptional client interaction:

- Dealing with the public within three minutes of entering the establishment
- Providing solutions to their print needs and making recommendations
- Overcoming challenges from various requests and print queries
- Maintaining the brand through professional, courteous actions
- Working with the cash register
- Output of digital files supplied, to printing devices, from different applications
- Digital print production/maintenance
- Finishing and bindery
- Store housekeeping and cleaning
- Answering the phone and dealing with queries

Required:

- Computer literate
- Microsoft Office Suite
- Fluency in English in **essential**
- Understanding production and dealing with deadlines
- Maths is **essential**

You will be on your feet from 8am- 5pm, responding and reacting to urgent projects, so being healthy is essential.

Should you not receive a response within 14 days of submission of your CV please consider your application unsuccessful.

No telephonic interviews or submissions will be taken into consideration.

You should expect to receive communication through email.

Posted on 19 Apr 08:25, Closing date 18 Jun

Apply by email

HR Admin

admin.midrand@jetline.co.za

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