



28 August 2023

INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : Office Attendant X3
Employment Status : Permanent
Department : Corporate Services

Purpose of the Job: This position is responsible to provide cleaning services and assist with general administrative duties. Buildings and physical assets must be clean and presentable and consumables available to meet catering requirements.

Responsibilities (but not limited to the following):

- Ensure that the bathrooms have sufficient toilet paper, soap and paper towels.
- Ensure the toilets are cleaned and sanitized at regular intervals
- Mirrors, windowsills etc are cleaned daily
- Ensure that the kitchens and bathrooms are always clean and tidy by inspecting these areas every two hours.
- Checking and removing dirty dishes from offices.
- Ensure that the offices are vacuumed as per the cleaning roster.
- Keeping accurate records of the availability of the boardrooms.
- Responding to requests for refreshments in boardrooms for meetings in advance
- Ensure boardrooms are neat and tidy before a meeting.
- Check in during meetings to clear any dirty dishes and replenish any water and other items as needed.
- Ensure that the kitchen is stocked and replenished with necessary consumables.
- Keeping control of and ensure safekeeping of all stock, cutlery, and crockery.
- Maintaining an inventory of kitchen utensils and crockery as well as of office supplies.

Minimum job Requirements, interested applicants must be in possession of:

- Grade 10
- Grade 12 and certificate in Health and safety will be advantageous.
- Certificate in hygiene and cleaning will be advantageous.
- One (1) year experience in a position of providing cleaning services with knowledge of domestic/corporate cleaning procedures, having knowledge of how to work with harsh cleaning chemicals.

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- **Generic skills:** Verbal communication, Conflict management, Excellent interpersonal skills, Deadline driven, Customer service, Listening skills, Drive and integrity, Planning, organising and prioritizing, • **Technical Knowledge and Skills:** Basic knowledge of computers, General administrative duties.
- **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, Situational Sensitivity.

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:

<https://share-eu1.hsforms.com/1IC6wN3zJTVcj40A8uiqDZQew554>



JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing Date: 05 September 2023.