

VACANCY	
Job title:	General Assistant
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide support to the various designated departments with regards to housekeeping, boardroom arrangements, act as support staff during work events and refreshments
Location:	VIDA – Chris Hani Baragwanath Academic Hospital
Closing date:	11 September 2024
Submit detailed CV to:	Vacancies21@witshealth.co.za
Advert reference number:	General Assistant
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Housekeeping and Boardroom Arrangements & Retention

- a. Wash dishes on the designated Floor immediately after each meeting or training session ensuring all dishes are washed and packed away at day end.
- b. Replenish tea, coffee and sugar as and when required but a minimum of once daily, in the boardroom as well as main kitchen.
- c. Ensure flowers are kept moist and water always clean.
- d. Set tables for lunch and visitors as and when required.
- e. Arrange refreshments and or /light snack for the boardroom before all meetings and training sessions.
- f. Serve refreshments for scheduled meetings within unit when requested.
- g. Clean the Boardroom after each meeting i.e. remove all dirty crockery and cutlery.
- h. Mop, vacuum, dust, empty waste bins at least once a day.
- i. Wash and iron of lab coats, linen, and Lab protective gear daily.
- j. Clean bathroom facilities and ensure that sanitary bins are taken to the lab for disposal.
- k. Dust windows daily and wash windows once monthly.

Stocktaking

- a. Count stock (perishables and Consumables) every week and submit the count to the line manager in the prescribed format

Customer Service

- a. Ensure all customer interaction (Both internal and external customers) is of the highest professional level.
- b. Act in a professional and friendly manner in all dealings with internal stakeholders
- c. Always show a high level of customer-centricity

Effective self-management and performance ownership

- a. Take ownership and accountability for tasks and demonstrate effective self-management.
- b. Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- c. Maintain a positive attitude.
- d. Respond openly to feedback.
- e. Take ownership for driving own career development
- f. Manage colleague's and client's expectation and communicate appropriately
- g. Willing to help others and go the extra mile to meet team targets and objectives
- h. Manage own disruptive emotions (handle stress in ways that do not negatively impact the team)

Required minimum education and training

Grade 12

Required minimum work experience

1 years' experience as a General Assistant in a Corporate Environment

Desirable additional education, work experience and personal abilities

Friendly and Approachable.

Ability to prioritize

Time Management

Professional; Organized

Attention to Detail

Be able to work long hours when required and be Hard working and willing to work without supervision

Should you be interested in applying for this vacancy, please send an email to vacancies21@witshealth.co.za. **The subject heading of the email must include the job title of position applying for. Please include the following documentation:**

- A detailed CV