Receptionist and Switchboard Operator – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Receptionist and Switchboard Operator** in the **Business Support Services Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Business Support Services Manager.**

LOCATION: **Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Sites**

DIVISION: **Business Support Services**

REMUNERATION: **TCOE R 269 569,05 per annum**

JOB GRADE : **B3**

PURPOSE OF THE ROLE

Provide first point of contact for the ASP by receiving, directing and attending to visitors and staff members' enquiries made by phone or in person and providing a complete switchboard function.

KEY RESPONSIBILITIES

1. **Reception Services**
    - Act as an initial point of contact for all visitors to Automotive Supplier Park.
    - Answering of incoming telephone calls and forward
    - Take messages and escalate the messages via email for SPDC staff members
    - Escort clients booked for conferences to their destinations.
    - Communicate with Security from time to time on to confirm visitor appointments
    - Ensure that a tenant or staff member is notified timeously whenever a visitor arrives.
    - Keep the reception desk tidy at all times

- Ensure that the phone must be answered promptly

2. **Mail Services**
    - Collects and Sorts mail
    - Contact the relevant tenants notify of mail for collection
    - Sign for mail from couriers service and notify tenants (by arrangement) or SPDC staff member of such mail/parcels
    - Return mail to the post office which is not collected by the tenants or SPDC staff members

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Martic Certificate/ Grade 12
- Minimum of 1 year of experience in a similar Switchboard Operator / Receptionist position.

AIDC is an equal opportunity employer. Appointment will be made in line with the organisation's Employment Equity policy. Only shortlisted candidates will be contacted.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

- Preference will be given to people with different abilities, women and previously disadvantaged individuals to promote Employment Equity within the group.
- Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.

Applications should be addressed to **https://bit.ly/GGDAGroupRecruitment**

Enquiries should be addressed to **hrrecruitment@aidc.co.za**

The closing date for applications is **06 November 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA