

RECEPTIONIST - INTERNSHIP

in GLOBAL SALES, JOHANNESBURG, SOUTH AFRICA
([View all jobs](#))

APPLY NOW

The Company

Hitachi Vantara, a wholly owned subsidiary of Hitachi, Ltd., helps data-driven leaders use the value in their data to innovate intelligently and reach outcomes that matter for business and society – what we call a double bottom line. Only Hitachi Vantara combines 100+ years of experience in operational technology (OT) and 60+ years in IT to unlock the power of data from your business, your people and your machines. We help enterprises store, enrich, activate and monetize data for better customer experiences, new revenue streams and lower business costs

SHARE THIS JOB POST

LOCATION:
Johannesburg, South Africa

FUNCTION:
Global Sales

REQUISITION ID:
1004006 (026706)

The Role

Receptionist Intern -12 months

Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system.

Receptionist Job Duties:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Receptionist Skills and Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills

We are an equal opportunity employer. All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

#LI-AG1

APPLY NOW

SHARE THIS JOB POST