

VACANCY CARPARK

An opportunity has become available for a **Switchboard Operator**, reporting to the **Carpark Manager**.
 The successful incumbent will be based at Lanseria International Airport.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- Answer all incoming calls, provide pertinent information to the caller, and transfer the call to the appropriate source if requested
- Relay voicemails and other messages to the proper location within the organization, which may entail writing down the number of the person who called and providing it to the individual
- Assist with Parking office duties as and when required

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE:

- Matric
- 1-2 years' experience
- Above average computer skills (MS Word, MS Excel, Outlook)
- Excellent Communication skills
- Good customer service skills
- Organizational skills

PRIMARY COMPETENCIES & REQUIREMENTS

- Punctuality
- Problem solving
- People skills
- Ability to work independently as well as a team player
- Performance and excellence driven
- Ability to work under pressure

APPLICATIONS

Applications with a covering shortened CV must be submitted to careers@lanseria.co.za by the closing date of **22 August 2023**

Internal candidates who meet the requirements will be considered. No late applications will be accepted.

Should candidates not be notified of the outcome of their applications within 14 days of closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.