

# Front Counter Assistant

<b>Remuneration:</b>	R3000 - R5500 per month negotiable depending on experience
<b>Location:</b>	Johannesburg, Midrand
<b>Education level:</b>	Matric
<b>Job level:</b>	Junior
<b>Type:</b>	Three mont
<b>Reference:</b>	#Front Counter
<b>Company:</b>	<a href="#">Jetline</a>

The position is for a front counter assistant.

You will be assisting members of the public at the front of a print shop in a shopping centre, working on a computer and sending files to print. You will be fast, efficient, professional and enthusiastic.

**The successful candidate will be able to display many attributes that demonstrate exceptional client interaction:**

- Dealing with the public within three minutes of entering the establishment
- Providing solutions to their print needs and making recommendations
- Overcoming challenges from various requests and print queries
- Maintaining the brand through professional, courteous actions
- Working with the cash register
- Output of digital files supplied, to printing devices, from different applications
- Digital print production/maintenance
- Finishing and bindery
- Store housekeeping and cleaning
- Answering the phone and dealing with queries

**Required:**

- Computer literate
- Microsoft Office Suite
- Fluency in English in **essential**
- Understanding production and dealing with deadlines
- Maths is **essential**

You will be on your feet from 8am- 5pm, responding and reacting to urgent projects, so being healthy is essential.

**Should you not receive a response within 14 days of submission of your CV please consider your application unsuccessful.**

No telephonic interviews or submissions will be taken into consideration.

You should expect to receive communication through email.

Posted on 19 Apr 08:25, Closing date 18 Jun

### **Apply by email**

HR Admin

[admin.midrand@jetline.co.za](mailto:admin.midrand@jetline.co.za)

### **Or apply with your Biz CV**

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