



Office Orderly – Job Grade 12a

Purpose of the job:

- Provide basic cleaning, refreshment, and messenger services.
- Provide basic administrative and clerical support to others in the office to maintain an efficient office environment.

Duties and Responsibilities

- Deliver and collect mails, documents and perform messengerial duties and perform work related errands as requested such as going to the post office and bank.
- Collect, register, sort and distribute outgoing mail, and help Records Assistants with incoming mail
- Operate basic office equipment, and assist staff with operating the equipment
- Collect and distribute correspondences, files, memos, etc. internally as directed
- Maintain file register for file movement
- Carry out basic clerical and office registry functions as required
- Keep the office and public areas clean and tidy
- Perform a number of daily cleaning duties
- Cleaning of windows and doors
- Prepare meeting rooms for meetings, and liaise with the Secretaries at directorate level
- Lock offices at close of business and open first thing in the morning
- Assist with physical arrangement of furniture and other equipment in offices
- Assist with replenishment of basic office supplies
- Prepare and serve refreshments and keep kitchen in a clean condition at all times

Special Features of the Job

- Delivering / Collecting correspondences and collecting supplies
- Requires walking and extensive use of hands
- Requires pushing, bending, lifting, twisting and carrying sometimes heavy items

Position Requirements

Qualifications

- At least a Junior Certificate or O Level

Specialised Knowledge

- Knowledge to operate office equipment
- Basic computer skills

Experience

- 2 years' experience in an office environment

Skills Requirements

- Communication skills
- Customer care and service skills
- Interpersonal skills
- Organising and office management skills

Competency Requirements

- Compliance with rules, regulations, processes and procedures
- Flexible and adaptable to change
- Focused on making clients satisfied
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)