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1 July 2021

VACANCY: SCHOOL RECEPTIONIST

The Deutsche Schule Durban is a co-educational primary school situated in Cowies Hill, Durban. It caters for the educational needs of children ranging from Kindergarten (18 months and older) to Grade 7. The medium of instruction is in GERMAN from Kindergarten up to and including Grade 4.

The Deutsche Schule Durban is looking to fill the position of SCHOOL RECEPTIONIST at the school in August 2021 and is inviting dynamic, energetic and suitably qualified candidates to submit their CVs as well as a brief motivation in application for this position.

Minimum Requirements:

- 1-year basic administrative experience; and
- proven computer literacy

Preferred requirements:

- Sound command of the German language is a preferred but not completely essential pre-Requisite.

Skills and job specific requirements:

- Excellent communication and people skills;
- Ability to effectively and enthusiastically work both independently and as part of a small Team;
- Ability to work under pressure; and
- Data capture and filing.

Interested candidates are requested to submit a detailed CV and a brief motivation to the School by e-mailing it to info@dsdurban.co.za marked: Attention for the Principal.

The closing date for the advert is **Wednesday, 14 July 2021, by 17h00.**

The appointment of candidates is at the Deutsche Schule Durban's sole discretion. Applicants are invited from South African citizens and persons with a legal work permit. An application will be dealt with in line with the DSD recruitment and selection process. Only short-listed candidates will be contacted, and should you not hear from the Deutsche Schule Durban within 10 days of the closing date, please take it that your application was unsuccessful.

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