

## **JOIN OUR DYNAMIC TEAM!**

**JOB TITLE: FRONT DESK / ADMINISTRATION CLERK**

### **Responsibilities and duties:**

Welcoming and assisting customers and course candidates and directing them;  
Managing meals for students, staff and functions;  
Student file management before, during and after course commencement;  
Making sure examiners and DFE's are issued the correct student file forms when tests take place off site;  
Photocopying, binding and filing;  
Archiving of student material older than a year;  
Driving for business related issues, if necessary;  
Making sure all course material is in stock and is ordered if need be;  
Ordering of stationery and groceries;  
Act as training coordinator or CFI assistant in their absence from work.  
Creation of documents as instructed.

### **Skills and attributes:**

Computer literate in MS Word and Excel;  
Knowledge of Air law will be an advantage;  
The holder of a PPL licence;  
Excellent interpersonal and communication skills;  
Excellent telephone etiquette;  
Work well within a team environment;  
Customer service orientated;  
Be well organised and be able to work under pressure.  
A Holder of a driver's license.  
Professional appearance;  
A non-smoker;  
Be prepared to work flexible hours;  
This position is at the actual office and can't be done remotely.

**Please email CV's to [sales@simuflight.co.za](mailto:sales@simuflight.co.za)**