

Admin Clerk

Location: Cape Town
Reference: #CAW005508/JH
Company: [SydSen Recruit](#)

Our client is on the hunt for a savvy administrative wizard to join their team.

Responsibilities:

- Assist customers with inquiries, reservations and rental agreements.
- Manage rental bookings and ensure accurate data entry into the system.
- Handle administrative tasks such as filing, scanning and document management.
- Coordinate with other departments to ensure seamless operations.
- Provide excellent customer service both in person and over the phone.

Requirements:

- Must have previous experience in an Administrative capacity or similar role.
- Proficiency in Microsoft Office, Google Suit would be advantageous.
- Strong communication and interpersonal skills.
- Ability to multitask and work efficiently in a fast-paced environment.
- Attention to detail and accuracy in data entry.

Please note only candidates with the required experience will be contacted and considered. If you are not contacted within 14 days, kindly consider your application unsuccessful.

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