



Job Title:	Cleaner
Salary	Negotiable
Reporting to:	Human Capital Division
Based:	Pretoria

Qualifications & Experience

- At least Grade 10;
- Proven working experience as a cleaner; and
- Ability to handle cleaning equipment (vacuum machine).

Skills

- Interpersonal skills;
- Good verbal communication skills; and
- Good listening skills.

Behavioral Attributes

- Ability to work independently as well as within a team;
- Ability to work well under pressure and after normal working hours;
- Attention to details; and
- Time management.

Key Duties and Responsibilities

- Emptying waste bins or similar receptacles and disposing them at designated collection points;
- Sweeping, mopping and vacuuming floors;
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards and shelves;
- Overall cleaning and maintenance of the kitchens and offices;
- Preparation of boardrooms for meetings;

- Preparing refreshments such as tea, coffee for Management and NAMC guests; and
- Buying groceries monthly.

Please forward your applications to hr@namc.co.za, closing date: 10 May 2019. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. For further queries, contact Pamela Shoyisi on 012 341 1115