



as deel van die Beroepsforum by **Netwerk vir Lewe Sentrum**

Programbestuurder : **Inge van der Merwe**

Tel: 083 414 5576 (kantoor ure) / 012-663-1610, Epos: beroepe@ksm.co.za,
www.ksm.co.za (Sorg / Persoonlike Sorg)

Let asb. daarop dat die Beroepsforum van die Netwerk vir Lewe Sentrum nie 'n Personeelagentskap is nie!

Ons doelstelling met hierdie projek is om 'n helpende hand uit te reik na mense tussen werke en werkloos in die gemeenskap. Ons bid dat elke betrokke persoon die onvoorwaardelike liefde, genade en vrede van Jesus Christus in hierdie uitdagende tyd sal ervaar.

Ons aanvaar **GEEN** aanspreeklikheid vir die integriteit van enige werksoeker / werkgewer nie, en waarborg geen suksesvolle plasings nie.

Ons neem **GEEN** verantwoordelikheid vir enige tikfoute of foutiewe inligting nie.

Die Netwerk vir Lewe Sentrum bedien die gemeenskap met persoonlike ondersteuning, berading en bystand op verskeie terreine.

Ns: Jy word uitgenooi om Vrydagoggende 8:00 (nie gedurende skoolvakansies) die Beroepsforumbyeenkoms by KSM Hippolaan in Centurion by te woon.

WERKSGELEENTHEDE 12 Desember 2021

Kyk asb. vir nog baie poste op **Jacob's Well / Jakob se Put** se Facebook bladsy.

Sit jouself op die groep, dan ontvang jy al daardie poste ook.

BESKIKBARE POSTE

VERKOOPS KONSULTANT

Diversit-e Smart Trade College. Centurion. Aansoeke sluit 21 Desember. Klik hier en doen nou aansoek: <https://bit.ly/3E32QMp>

SWITCHGEAR TECHNICIAN

(THE SWITCHGEAR COMPANY). Position in Midrand/Gauteng. PLEASE NOTE: PLEASE READ ADVERT CAREFULLY AS INCOMPLETE AND UNQUALIFIED APPLICATIONS WILL NOT BE

CONSIDERED. AMJ Electrical Services (The Switchgear Co) was formed in 1996 to provide a service to heavy industry, light industry and commercial businesses. Our core business is the testing, maintenance, repairs and installations of low, medium and high voltage switchgear and associated equipment up to 132KV. PERSONAL REQUIREMENTS: Willing to travel extensively and live away from home. Willing to work long unpredictable hours. Have initiative, energy, be self-motivated and be passionate about their work. Can work under

pressure. Have good organisational skills.
MINIMUM REQUIREMENTS: Must have a minimum of 5 years' experience as per responsibilities below. Must have passed an electrical trade test. Be in position of a valid driver's licence. Be in possession of a valid passport. Must be computer literate. THE RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT WILL INCLUDE: Manage work allocated in the workshop and on site. Perform electrical maintenance & carry out tests on LV, MV & HV switchgear & associated equipment. Fault find on LV, MV & HV switchgear, protection & associated equipment. Retrofit LV, MV & HV switchgear protection & associated equipment & carry out commissioning. Install new LV, MV & HV switchgear protection & associated equipment & carry out commissioning. Ability to read & interpret specifications & drawings. LV & MV jointing and termination experience. Panel wiring, construction & installation. Labour management including other electricians, apprentices & technical assistants. Ordering & receiving of materials. OHS & QA documentation. Liaising with builders, foremen & project managers during contract works. Dealing with a wide range of people in all levels of the building / sub-contracting industry. Experience across a broad range of systems. Good working knowledge of current electrical standards & regulations. APPLICATIONS MUST CONTAIN THE FOLLOWING: Comprehensive CV including copies of all qualifications. Work references with contact names & numbers. Last payslip received. PACKAGE INCLUDES THE FOLLOWING: Competitive salary with 13th cheque, Pension and med aid, Vehicle for local travel. APPLICATIONS TO BE SENT TO: jobapplications@bizadsl.co.za REQUIREMENTS TO BE ACCEPTED FOR AN INTERVIEW: To qualify for an interview, you will be required to carry out various competency tests. These tests will take approx. 5 hours

RECEPTIONIST

CENTURION / HIGHVELD. We are looking for a Receptionist that can also assist with admin related duties . Requirements: Computer literate, Have reliable transport to work and back, Bilingual in English and Afrikaans, Live Centurion , Able to start working on the 3

January 2022, Well-presented and frontline, Salary will be discussed in interview and depends on experience. Email an updated cv to: christelleonard7@gmail.com

ADMIN/ FINANCIAL

We have a position available at a well known Petrol Service Station in the East of Pretoria. The successful person would be involved with Administration & Financial duties including but not limited to: Pastel Capturing of daily income and expenses, Compiling and drafting monthly management reports, Process weekly wages UIF reporting, MIBCO reporting, Responsible for daily cash-up, cashier balancing and reconciliation on Petrogear, Daily bank reconciliation on Petrogear of all method of payments e.g. Manual speed point transaction, EFT card payments, Cash safe drops, Direct debits, Local accounts. Monthly Creditor Reconciliation. Monthly Debtor Reconciliation Licence renewal for trailer fleet. Manage online gas and wood orders and deliveries. Keep personnel files up to date . General administrative and office duties. Vast experience in the Petrol Industry will be an advantage. A market related salary will be discussed during interview. Please send your CV to admin@prismagroup.co.za

SAICA/SAIPA KLERK

Finansiële firma, opsoek na SAICA of SAIPA klerk. Kontrak Callie Pieterse 0827747348

QUALIFIED AND REGISTERED AIRCON TECHNICIANS

Pretoria. Tharollo Construction is a company that trades mainly in the building construction and air-conditioning sectors. We are looking for 3 Qualified and Registered Aircon Technicians. Qualification - Trade Test in Refrigeration SAQCC registration - Category B or A. If interested, please email the following to this email address: info@tharolloconstruction.com and we will get back to you; CV, Qualifications, SAQCC registration, ID copy

AU PAIR NEEDED

in Centurion area, R60/hour, Monday to Friday: 13:00 - 16:00, to look after 7yr old girl and 3yr old boy. Own Car Required to assist with family

transport. (Au Pair SA Family Profile Number: 39766). TO APPLY: Please create an Au Pair SA profile - www.aupairsa.co.za - creating a profile is quick and easy, and the service is 100% free for au pairs. Au Pair SA is South Africa's most popular au pair service, with over 40,000 family profiles created to date.

LABORATORIUM ASSISTENT

Centurion. 'n Laboratorium Assistent (in Chemie). Salaris R6000 - R9000 p/m. Geen ondervinding nodig - Opleiding sal voorsien word. Matriek en bestuurders-lisensie is 'n vereiste. Sou jy belangstel, epos asb. jou CV na cv@procureplacements.com

AFRIKAANS SPEAKING AU PAIR

required in Centurion. Children aged 8, 10 and 12 years old. Mon to Fri afternoons from 1:30pm to 5:30pm. To start Jan 2022. Must have a car and a drivers license to apply. Must have previous formal au pairing experience. R7000 per month neg. Must be available to work for at least 12 months. Please send your childcare related CV to hayley@proplacements.co.za
Subject line: Centurion Au Pair

JUNIOR ENTRY LEVEL RECEPTIONIST (FRONTLINE)

Salary: Up to R6000 per month
Well established firm within the optometry industry has an opportunity for an Entry Level Receptionist / Frontline who has a passion to work with people in Hillfox area. TO APPLY CLICK ON THIS LINK - <https://www.dittojobs.com/jobs/view/1360448382>
Minimum requirements: Matric, Well-groomed and presentable, Passion to work with people, Excellent Computer and telephone skills, Excellent communication skills (both written and verbal), Working hours: Monday – Friday - 08:00 – 17:00, Saturdays one-week 08:00 - 13:00 other week 9:00 - 14:00. Every second Monday off. Availability – immediately . Duties will include but is not limited to: Full function Frontline (Receptionist) duties (answering telephones, taking messages, making appointments, welcoming patients, pre-testing, customer service duties etc.)

AFTERNOON SALES ASSISTANT

We have a position for and afternoon sales assistant at Animal Antics Vet shop in Monument Park. Pretoria. Previous Vet Shop or retail experience would be advantageous. . Requirements: Own transport, Non-Smoker, Bilingual. Computer Literate. The candidate must be willing to learn and be able to carry a 25 kg bag of pet food. Hours (12:30 - 6pm) and salary will be discussed at the interview; the successful candidate must also be able to work every second weekend. CV's can be sent to gavinmunro@gmail.com
/clairerossouw@gmail.com

AU PAIR

Ons is op soek na 'n Au Pair vir volgende jaar – Maandag – Vrydag : 13.00 – 18.00. Seuns 8 en 12 jaar, Laerskool Anton van Wouw. Belangrikste: moet 'n kalm persoon wees wat werklik lief is vir kinders. Help met huiswerk, opsommings maak, skooltake, mondeling praatjies ens. 100 % verantwoordelikheid aanvaar. Vervoer vanaf skool en na buitemuurse aktiwiteite. Ervaring en verwysings NB. Stuur cv na ljobert@mmm.com

PEOPLE WITH DISABILITIES

- Employment Solutions for People with Disabilities 012 325 6567 <http://www.disabilityemployment.co.za/>
- Raad vir persone met gestremdhede 011 452 2774 <https://ncpd.org.za/>
- Maatskaplike werker van Raad vir persone met gestremdhede 0118383012 <http://disabilityinfosa.co.za/search-for-info/services/>
- <https://www.dwde.co.za/career-seekers/>
- <https://clockworkapp.co.za/post-job-jobs-learnerships-persons-disabilities/>
- <http://www.bradshawleroux.co.za/>
- <https://froggrecruit-sa.co.za/>

WERKSOEKERS

PROJEKBESTUUR / PROJEK ONDERSTEUNING

Nico Vos (57) Het meer as 10 jaar suksesvolle projek bestuurs ondervinding asook meer 6 jaar ondervinding in 'n projek bestuurs kantoor omgewing. Soek uitdagende werksgeleentehede.

Het Diploma in Datametrie. **Kontak @ 0837922706**

OPSIGTER/HANDYMAN/ DRYWER/SEKURITEIT

Eckhard Olyschlaeger (pensionaris) het baie jare ondervinding as oordbestuurder en as sekuriteitsbeampte (toesighouding). Het ook baie jare ondervinding in meganiese instandhouding agv meganiese ambag. **Kontak @ 0829393696**

PERSOONLIKE ASSISTENT / ONTVANGSDAME / BESTEL KLERK / NIE-FINANSIËLE

ADMINISTRASIE

Brenda van Zyl (44) het 18 jaar administratiewe ondervinding in bogenoemde. Ondervinding sluit in skakelbord, kliënt en verskaffer skakeling, dagboek bestuur. Tik 60 wpm akkuraat. Rekenaar vaardig in MS Office Intermediêr: Excel, PowerPoint, Word. Basies: MS Outlook en Internet. **Kontak @ 084 974 8662.**

WERK MET HANDE/ ROETINE WERK/ REKENAARWERK/ APPS

De Waal Witsche (26) is gehoorgestremd en het sy matriek voltooi. Verkies om rekenaar werk te doen, soos byvoorbeeld om data in te pons of basiese programme te laai. Het ondervinding in merchandising by Dischem, store regpak, perde versorg. Sal graag met natuurlike medisyne wil werk. **Kontak @ 0824161837**

FINANCE ASSISTANT/ ADMINISTRATOR/ OFFICE ADMINISTRATOR

Jenny Liebenberg (60) has 10 years experience in finance department, 8 years bookkeeping at attorney firms. Recons, Creditors, vehicle fleet management, meetings, reports, general admin. **Contact @ 0662313311**

PLAASBESTUURDER

Trios Naude (54) het 21 jaar ondervinding as melkplaasbestuurder. 10 Jaar in bankwese. Bestuursertifikaat vir melkbestuur. KI sertifikaat, voeding van melkbeeste. **Kontak @ 0799076520**

ADMIN/ DIERE OPPASSER

Danie Erasmus het baie jare ondervinding in admin by honde "grooming parlour" en ook die reis bedryf. Rekenaar vaardig in Excel, Word en E-pos. Het Matriek en is hardwerkend. **Kontak @ 0824616926**

KREDITEURE/ DEBITEURE/ ACCOUNTS PAYABLE/ STATUTERE SEKRETARESSE

Martina Brink (56) het 20 jaar ondervinding in debiteure, 5 jaar krediteure en 5 jaar statutere sekretaressse. Baie rekenaar vaardig. Goeie organisering, doelgerig. Dadelik beskikbaar. **Kontak @ 0822610290**

PROCUREMENT/ WAREHOUSE MANAGEMENT

Ruben Bourman (65) het baie jare ondervinding in materiaal beheer, projek koördinerig, aankope, fleet management, kliente diens. Meestal in konstruksie. **Kontak @ 0843084246**

ELECTRICIAN

Gert Beeslaar (51) het 4 jaar ondervinding by Yskor staal fabriek, 20 jaar selfoon/ kommunikasie en 5 jaar maintenance. Rooi seel. Kan ook COC's skryf. **Kontak @ 0658821469**

BOOKKEEPER/ FINANCE/ LODGE MANAGER

Sugnet Swart (32) het meer as 10 jaar ondervinding in Finansies (tot met TB), 1 jaar ondervinding in Lodge bestuur en instandhouding. Vaardig in Pastel, Payroll. Sekuriteit graad A. Haarkappery. **Kontak @ 0722154588**

COLD STORES MANAGER/ MAINTENANCE

Neels van Tonder (62) het 12 jaar ondervinding in korporatiewe instandhouding (maintenance) en 5 jaar ondervinding in Cold Storage. **Kontak @ 0818632503**

VISUAL EFFECTS/ MOTION GRAPHICS/ GRAPHIC DESIGN

Kobus Nel (38) het diploma in Graphic Design. Sertifikaat in 3D animation en sertifikaat in motion graphics/ visual effects. 10 Jaar ondervinding in Grafiese ontwerp en 4 jaar in motion graphics en redigering. **Kontak @ 0829402727**

FINANCIAL INDUSTRY/ INVESTMENTS/ STOCK MARKET

Tyrese Johnson (19) is financially literate and is seeking employment in those industries. Problem solving and analytical. Has experience in manufacturing and construction (part-time). **Contact @ 0682922515**

ADMIN/ SECRETARIAL

Mari Botha has many years' experience in admin, secretarial, PA, switchboards, reception, quotations and tenders. Computer literate. **Please contact @ 0721237481**

FREELANCE EDITING/ PROJECTS/ TYPING/ BOOKKEEPING

Mariola Bravo (45) has experience in bookkeeping up to trial balance. Many years' experience in admin and PA duties. **Contact @ 0763107744**

TRANSKRIPSIE WERK/ TIKWERK/ JUNIOR BOEKHOUDING

Hendra Ernst (50) het ondervinding in bg velde. Wil verkieslik van die huis af werk. **Kontak @ 0825543770**

KINESIOLOGIE/ TELEKOMS AGENT/ VERKOPE

Wimpie van Zyl (50) het meer as 18 jaar telekoms ervaring, insluitend verkope, diensbestuur, solutions architect. Ook n opgeleide kinesioloog en mediator. **Kontak @ 0837883859**

AU PAIR/ NASKOOL/ SKOOLBUSSIE/ ONTVANGS/ ADMIN

Welma Venter (59) het ondervinding in mediese ontvangs, insluitend rekeninge. Boekhouding ervaring, public relations, advertensies en bemarking. Pastel. **Kontak @ 0720943742**

ADMINISTRATIEWE WERK

Zoretta Groenewald (51) het 18 jaar ondervinding in admin, as kassiere, balansering van grondbelasting, registrasies, opleiding en n verdere 15 Jaar ondervinding in die admin en organisering van n tuindienste maatskappy. **Kontak @ 0824576733**

DEBITEURE/ ADMIN/ EISE

Tina Pelsner (54) het 18 jaar ondervinding in debiteure, invorderings, student lenings. Ken pastel Evolution, Sage pay en Excel. Het ook 17 jaar ondervinding in eise verwerking. Het lewensverseking krediete NQF4. **Kontak @ 0606292614**

ADMIN/ ONTVANGS/ DATA CAPTURING

Leandri Snyman (39) het 3 jaar ondervinding as medical underwriter, 3 jaar administrateur, 3 jaar bemarking en admin assistent en 1 jaar as eiendomsagent. |Diploma in Besigheidsbestuur. Ook vertrouwd met boekhouding. **Kontak @ 0620079041**

HUISHULPE / TUINWERKERS / DAGLONERS

GARDENER/ DRIVER

Joseph Mahlangu soek drywers werk , hy is engels sprekend ,hy het 'n kode 8 , kontaknr 081 895 2156

HUISHULP

Josephina soek huiswerk , sy kan kook , skoonmaak en na kinders kyk haar nr is 079 340 2595

DOMESTIC WORKER

Annah is looking for either part time or full time work as a domestic worker. She has over 15 years experience with great references. Trustworthy and reliable. Her work is thorough. Please contact her on 0727918074.

HUISHULP

My huishulp Linkie werk nou al 17 jaar 3 dae per week vir ons en 2 dae by iemand anders wat ook op 1 Desember verhuis. Ons is opsoek na werk vir haar waar sy kan inbly. Sy het 'n besonderse mooi geaardheid, hardwerkend, betroubaar. Sy is goed met ou mense en kinders en is baie lief vir diere. Skakel Nella 082 829 9227 en Natasha 071 825 0925 vir verwysings

