



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

Programbestuurder : **Inge van der Merwe**

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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 31 JULIE 2022

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

DATA CAPTURERS (temp werk)

Ons is baie dringend opsoek na mense wat ons kan help met data capturing. Die persone moet uiters akkuraat kan wees en baie dringend kan begin. Hulle moet hulle eie "laptop" he en excel vaardig wees. Stuur asb cv na janette@tshwaneinstitute.co.za

OPERATIONS/SITE ASSISTANT & SALES

available Clean Hygiene cleaning & hygiene services cc. Strong female Vacancy. 3 x months' Probation period with extension by management's discretion. There after 1 Year fixed term contracts.

Salary = R14 000.00 (Nett Salary) + commission on new business signed up by candidate. Start Immediately . Own reliable vehicle (Drive with own vehicle to office then at the office take company vehicle to do all work related duties) . Well-presented/neat and tidy attention to detail

or a passion for cleanliness is a great trade for this vacancy. Sober habits. Great health . Successful candidate will undergo full screening Medical, Drug, Crim tests for on-site safety file . Language fluent English & Afrikaans (optional) Excellent communication/skills well spoken. Flexible working hours . Live in Pretoria east or Centurion area

Additional (Ad hoc) duties will be discussed. Professional email etiquette. Dress code Smart (Neat Golf Shirts or Button up shirts with neat pants) black neat closed shoes/Clean Hygiene uniform will also be supplied to wear too. Must have own PPE wear Safety boots/Hard hat & reflective jacket will be worn from time to time. Must have a smartphone & know functionality use Waze app all the time/photo's & videos etc. Monday to Fridays as well as some weekends on rotation basis . Potential to grow with the company . Working hours from 7:30 TO 16:30 pm (Mondays to Fridays) + 1 x Saturday. Early morning meetings/briefings for the day/week at the office with Nico/Ronel. Early mornings correct stock picking for client deliveries working together with the office administrator Ronel. Assertive/correct daily deliveries to clients & client liason to ensure all is in order on sites . Using company vehicles for daily business activities only . Productive time keeping & diary planning is vital . Skills development training sessions in all fields . Sales back ground will be a bonus to earn additional income – commision . Sales training to sell products & services . Product training with all suppliers . Book stock in from suppliers. Calculating salaries for staff. Decontamination Fogging at clients with assistant . Working flexible times day shifts & (night shifts to be on stand by on rare occasions). Cleaners on sites excellent liason re challenges on sites/process leave forms & arrange stand in person. Perform monthly cleaning checklists & deliver payslips to cleaners on sites. Attention to detail correct writing deliveries in delivery note books. Installation of hygiene equipment with assiatant – Training at suppliers

Measuring areas correctly on sites with lazer or wheel to confirm m². Collecting stock from suppliers . Purchasing of stock with debit card & handing in invoices on a daily basis. Keeping company vehicle in good running condition weekly checks clean & overall checks

tyres/indictarors/service due dates etc & washing of vehicles . Fines fully responsible when driving with company vehicles . Accidents fully responsible to pay insurance access amount when driving with company vehicles. Lost/stolen or damaged company stock & tool boxes fully responsible to pay access amount of insurance . Communicating with Clean Hygiene management at all times to ensure succsesfull end restults always . Drop off & collecting staff at sites when we have hand over projects from time to time. . Receive monthly stock orders from suppliers & clients via email only no verbal correspondence allowed. Clean Hygiene business tools: Newly Branded neat Toyota Quantum 2019 Model . I – Phone, New Dell Laptop + Laptop bag

All the above company items must be taken good care off at all times please.

Please read through the requirements for the vacancy carefully & ackknowlegde accordingly. We are a fast-growing company with our focus on the commercial market. The company is based in Pta east & we deliver our products & services all over SA. Send you cv to Linet du Plessis linet@cleanhygienecc.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://froggrecluit-sa.co.za/>

WERKSOEKERS

PROJEBESTUUR / 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 werksgeleentede. Het Diploma in Datametrie. **Kontak @ 0837922706**

ELEKTRIESE PASSER/ FINANSIES/ DEBT COLLECTING

Sidney Eglington (52) is gekwalifiseerde passer met 17 jaar ondervinding. Ook 2 jaar kredietbeheer, debiteure klerk, 2 jaar skuldinvordering, 2 jaar nutsman en 4 jaar tool repair in konstruksie. **Kontak @ 0685673486**

IT - TELESUPPORT/ REMOTE SUPPORT/ SWITCHBOARD/ SALES AND MARKETING

Jaco Lubbe (45) has 20 years' exp in various IT fields. Excellent customer service skills, Advanced MS Office, linux, Microsoft exchange, 7 years in pool maintenance. **Contact @ 0718861476**

OPSIGTER/HANDYMAN/ DRYWER/SEKURITEIT

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

BESTEL KLERK / NIE-FINANSIËLE ADMINISTRASIE / PERSOONLIKE ASSISTENT GEEN REKENINGKUNDIGE OF FINANSIËLE FUNKSIES

Brenda van Zyl (45) het 18 jaar administratiewe ondervinding in bogenoemde. Ondervinding sluit in kliënt en verskaffer skakeling, dagboek bestuur. Rekenaar vaardig in MS Office Intermediêr: Excel, PowerPoint, Word. Basies: MS Outlook. Stel belang in pakhuis en nie-finansiële voorraad beheer (warehousing en stock control). **Kontak @ 084 974 8662**

PROCUREMENT/ WAREHOUSE MANAGEMENT

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

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**

PLAASBESTUURDER

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

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**

ADMIN/ SECRETARIAL

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

ADMIN/ VERKOPE/ CARE WORKER

Anastasia Holland (64) het 16 jaar PA ondervinding, 16 jaar bemarking en 3 jaar as caregiver. **Kontak @ 0723757704**

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**

ADMIN HALF DAY

Lisa de Kock (47) an enthusiastic, presentable female with 25 years sales experience. Seeking half day admin position in Centurion. 8 Years admin experience. Own transport. Minimal supervision. **Kontak @ 0845855544**

DRYWER/ KOERIERDIENSTE/ VERVOER

Neil Kruger (49) het goeie ondervinding in koerierdienste in die vervoerbedryf. Hy het 'n Kode 10 PDP, goeie mense verhoudings. **Kontak @ 0767690662**

PRESCHOOL TEACHER / AU PAIR

Janelle Nel (34) het 9 jaar ondervinding in onderwys (klasgee, lesplanne, omsien na kinders). Edu Care. N6 Diploma. Diploma in grafiese ontwerp. **Kontak @ 0609953453**

CREDIT CONTROLLER/ ADMINISTRATOR/ CUSTOMER SERVICE

Justin Darlow (40) het 6 jar ondervinding as credit controller, 3 jaar call centre en 3 jaar as member's administrator. Customer service excellence. **Kontak @ 0734965217**

ACCOUNTANT/ OFFICE OR BRANCH MANAGER

Madelein Pretorius (46) het 20 jaar ondervinding in boekhouding, 10 jaar in bestuur. Registered tax practitioner, Nat Dip in Financial accounting, qualified business accountant, SAIBA/SAIT/ICBA. **Kontak @ 0836910690**

QUALIFIED WELDER/ WORKING WITH HANDS

Daniel van Zyl (31) is a qualified red seal welder. Experience in mining equipment, building wind turbines, ordering parts. **Contact @ 0608107410**

RECEPTION/ ADMIN/ PA

Madrie Pretorius (21) has 2.5 years experience as administrator, some experience in reception and as PA. Matric. Higher certificate in Business marketing management. Eager to learn. **Contact @ 0788009934**

SEKRETARESSE/ PA/ ADMIN

Bianca Rautenbach (44) het 15 jaar ondervinding in admin, 12 jaar sekretaresse en 10 jaar as Persoonlike assistent. Finansies, Tik spoed 50 w.pm. **Kontak @ 0715524733**

FASILITEITE BESTUURDER

Deon Pohl (57) het 39 jaar ondervinding, waarvan 21 jaar in kritieswe fasiliteite operasionele bestuur was. (datasentrums/ geboue en kampusse instandhouding). Begroting, sterk in aankope en personeel bestuur. Verskeie sertifikate beskikbaar. **Kontak @ 0824502720**

NUTSMAN/ WELDING/ ELEKTRIES/ KONSTRUKSIE

Vincent Marais (33) verkies TIG of MIG welding, (5 jaar ondervinding). Het 6 jaar elektriese ondervinding en 10 jaar in berading (Addiction counselling). **Kontak @ 0603235142**

RETAIL/ RECEPTION/ ADMIN

Charlene King (33) has 2.5 years retail experience, 4 years admin and 2.5 years as beauty therapist. **Contact @ 0823144414**

SEKRETARIEEL/ ADMIN/ ONTVANGS/ KLIENTE DIENS

Mara Pistorius (63) het meer as 35 jaar ondervinding in bg. Public relations sertifikaat, Executive personal assistant. Wil graag werk met mense waar sy n verskil kan maak. **Kontak @ 0725184031**

ONTVANGS/ ADMIN

Nandie van Yken (56) het baie jare ondervinding in payroll en ook ondervinding in ontvangs. Debiteure, verkope in apteek. **Kontak @ 0829760071**

ELECTRONIC TECHNICIAN/ WORKSHOP MANAGER/ APPLIANCE REPAIR/ HANDYMAN

Stephen Koukakis (50) het 20 jaar ondervinding as elektroniese tegnikus, 5 jaar as software programmer en 2 jaar appliance repaired en handyman. Kan planne lees en ontwerpe uitvoer. **Kontak @ 0814626759**

ADMIN/ DEBITEURE/ ONTVANGS

Talitia Coleske (60) het 27 jaar ondervinding in debiteure en ontvangs en 3 jaar in opsporings. **Kontak @ 0843318080**

DRYWER/ DATA CAPTURING

Riaan van Heerden (51) het 15 jaar ondervinding as drywer, 1 jaar stoor admin, 3 jaar verkoper en 3 jaar datacapturer. Het ook 7 jaar ondervinding as mystery shopper/ surveyor.

Kontak @ 0764481332

SEMI-SKILLED BOILERMAKER

Ben Luttig (45) het jare ondervinding as passer en draaier (general milling & turning) en 5 jaar ondervinding as boilermaker. **Kontak @**

0731884294

BESTUUR/ ENGINEERING/ SEKURITEIT

Jan Roberts (47) het N3 Motor Eng, store manager en NQF4 Real Estate kwalifikasies. Het 22 jaar ondervinding in eiendomme, en ook ondervinding as coach en bestuurder. **Kontak @**

0722926855

HUISHULPE / TUINWERKERS

/ DAGLONERS