

# VACANCY

## Receptionist



Applications are invited from suitably qualified individuals to fill the above-mentioned post, which has fallen vacant at our Harare office. The receptionist will be the first point of contact for the company and will be required to provide administrative support and perform clerical tasks.

### Qualifications and Experience:

- A Secretarial or Administration qualification from a reputable institution.
- Proficiency in Word, Excel and PowerPoint
- Diploma in customer care an added advantage
- Ability to operate a switchboard
- Minimum of four (4) years proven working experience in front office
- Be proficient in English

Interested and qualified candidates should send applications and CVs to The Human Resources and Administration Manager on email [recruitment@dpccorp.co.zw](mailto:recruitment@dpccorp.co.zw) by not later than **Friday 31 March 2023**.

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