

# VACANCY

## Receptionist



Applications are invited from suitably qualified individuals to fill the above-mentioned post, which has fallen vacant at our Bulawayo 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 4 years proven working experience in front office.
- Be proficient in English and major vernacular languages.

Interested and qualified candidates should send applications and CV's to The Human Resources and Administration Manager, Number 34 Lawley Road/Cnr Leopold Takawira Avenue, Suburbs, Bulawayo or email to [recruitment@dpcorp.co.zw](mailto:recruitment@dpcorp.co.zw) by not later than **Friday 19 March 2021**.

| **PROTECTING YOUR DEPOSITS** |

A Member of the International Association of Deposit Insurers (IADI)

[www.dpcorp.co.zw](http://www.dpcorp.co.zw) |

