



RECEPTIONIS ADVERT

(ONE) 1 YEAR SHORT TERM CONTRACT

Hindvani, a leading community radio station based in Chatsworth, Durban, is seeking to appoint a dynamic **Receptionist** to assist the admin. team.

Key Responsibilities:

1. Telephone and email proficiency
2. Filing and Record keeping
3. Maintaining contact with the various in-house stakeholders
4. Manage the diaries of Management team
5. Update information on website and social media pages.
6. Assist with the Sangh's Publications
7. Assist with the planning and execution of Sangh's events
8. Execution of events and programmes as described in the Sangh's Year Planner
9. Liaise with the Sangh's affiliates
10. Guest relations and hospitality
11. Basic Financial functionalities such as invoicing, stock control, etc
12. Assist the broadcast team with admin support
13. Maintaining personnel register

The ideal candidate must possess the following:-

- Matric and office admin related qualifications
- At least 2 years experience in an office admin position
- Traceable references
- Computer literacy, e.g. Microsoft Windows, Microsoft Office.
- Fluency in English (understand, read and write).

Added Advantage

- Keen interest in the radio industry.
- Understanding of KZN's cultural landscape.
- Code 08 driver's license would be a advantage
- Knowledge of the Hindi language.
- Passionate, flexible and reliable under pressure.

At the Hindi Shiksha Sangh SA you will be part of a creative and engaging environment. Come vibe with us!

How to Apply:-

Send your CV, a brief covering letter together with contactable references and outlining your suitability for the job to: careers@hindvani.co.za

For more information, please visit our website www.hindvani.co.za. If you have not been contacted within 30 days from closing date, please consider your application as unsuccessful. Correspondence will be limited to candidates who meet the minimum requirements.

CLOSING DATE: Close of Business 16th OCTOBER 2026 @ 16h00

Radio Hindvani reserves the right not to make an appointment.

FOR OFFICIAL USE

APPROVAL OF ADVERT

YES	NO

ADVERTISING MEDIA

1. Hindvani website
2. Post & Tabloid Newspapers

Ms Simi Sharma
Chairperson: Selection Panel

Date