

Shaping the future

Switchboard operator

A vacancy exists for a Switchboard operator in the Communication section within the Partnerships, Communication and External Affairs department, reporting to specialist Corporate Communication. The successful incumbent will be responsible for providing a friendly and efficient point of contact for internal and external telephonic enquiries.

Key performance areas

- Maintaining Health, Safety and Environmental Standards at all times;
- Office management and administration;
- Customer care.

Minimum qualifications

- Grade 12;
- Office administration certificate / diploma will be an advantage;
- One year appropriate administrative working experience;
- Valid code BE driver's licence.

To apply

Please submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for to e-mail: RUL.recruitment@riotinto.com

Application closing date – 14 December 2018.