



WE ARE LOOKING FOR

RECEPTIONIST AND ADMINISTRATIVE ASSISTANT

- **Position :** Receptionist and Administrative Assistant
- **Department :** Helicopter Operations
- **Location :** Ultimate Heliport - Midrand
- **Reporting to :** Manager: Helicopter Operations

Date Posted: 13 April 2026

Closing Date: 22 April 2026

REQUIREMENTS:

- Grade 12/Matric – (Maths essential)
- Minimum 5 years aviation operational experience essential
- South African Citizen
- Fully computer literate (Advance Level on Microsoft Office Suite)
- Fluent in English
- Excellent communication skills
- Own transport essential

If you meet the requirements and would like to apply for this position:

Please submit your CV for review

KEY PERFORMANCE AREAS:

- Switchboard operator
- Welcoming clients (offering Tea/ Coffee)
- Receiving and signing off packages/ deliveries
- Assisting Charter and Training Operations with administrative functions

PERSONAL ATTRIBUTES:

- Mature and well-spoken individual.
- An analytical thinker who pays careful attention to detail
- Highly organised and strong in planning and organising skills
- Deadline driven and understands the sense of urgency
- Excellent team player who is supportive to others
- This position would suit an energetic and dynamic person
- Confident, friendly, and able to multitask
- Able to work under pressure and after hours when needed

If you do not hear from us within 14 days after the closing date for this position, please regard your application as unsuccessful.