**INTERNAL ADVERT**

**Position: Reproduction Clerk**

**Department: Operations**

**Closing Date: 5 September 2016**

**REQUIREMENTS**

* Grade 12
* One year experience with printing / binding

**KEY PERFORMANCE AREAS**

Responsible for all bulk printing/photocopying requirements for IRBA, including the following:

* Responsible for printing of committee meeting packs
* Responsible for the binding and collation of packs
* Distribution for consumables
* Reporting service requirements for photocopying and fax
* Internal distribution of mail and magazines
* Co-ordinate shredding of documents

**SKILLS & PERSONAL ATTRIBUTES**

* Organisational skills
* Ability to prioritise
* Ability to work both independently and as a team member
* Attention to detail
* Good reading and comprehension skills
* Basic computer skills
* Ability to carry heavy boxes up and down stairs

***CV’s must be e-mailed to*** [***hr@irba.co.za***](mailto:hr@irba.co.za)

***In compliance with the IRBA’s employment equity plans, first preference will be given to candidates from designated groups (Africans, Indians, Coloureds and females). Correspondence will be limited to short listed candidates only. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and to verify documents and qualifications. The IRBA reserves the right to not make any appointment to the above position.***