



NEXT BIOSCIENCES RECEPTIONIST

Are you warm, welcoming, and love making a great first impression? Do you thrive in a dynamic environment where every day is different? Next Biosciences is looking for a confident and professional Receptionist to be the heartbeat of our front desk—greeting visitors, supporting our teams, and keeping things running smoothly.

This is more than a front-desk role. You'll be the first smile our clients see, the voice that answers their questions, and the support that keeps our office humming behind the scenes.

 ****LOCATION:** MIDRAND

 ****JOB TYPE:** FULL-TIME

 ****SALARY:** MARKET RELATED

 ****START DATE:** 1 JUNE 2025

QUALIFICATIONS AND SKILLS:

- National Senior Certificate
- Proven experience in a corporate front desk or administrative role
- Exceptional verbal and written communication skills
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel)
- Strong time management and organizational abilities
- Professional appearance and behavior
- Ability to handle confidential information with discretion

KEY RESPONSIBILITIES:

- Greet and assist clients, guests, and staff with a polished and professional demeanor
- Answer and route incoming calls efficiently in a courteous manner
- Maintain a clean, organized, and welcoming reception area
- Manage visitor logs, and security protocols
- Handle incoming and outgoing mail and courier services
- Provide administrative support to various departments as needed
- Support Labs with notifications and document handling

WHY JOIN US?

At Next Biosciences, you'll be part of a passionate, future-focused team making a real difference in health and science. We believe in professionalism with heart—and we're looking for someone who embodies both.

WHAT WE OFFER

Innovative Environment: Work at the forefront of Bio Technology, where your role directly impacts people's lives.

Collaborative and Learning Culture: Join a supportive team that values your input and fosters professional growth.

Employee Value Proposition: Comprehensive employee benefits-including Retirement Fund and Medical Aid, state of the art facilities, Earned Wage Access, etc.

Employee Engagement Activities-including gifts on special occasions or milestones and paid time off on your birthday, Wellness and Social events & Training and Development.

TO APPLY

Please follow this link to complete the application Survey Monkey

<https://www.surveymonkey.com/r/HKHPG7C>

CLOSING DATE FOR APPLICATIONS:

Tuesday, 20th May 2025

For more information, you can visit our website with this link down below
<https://nextbio.co.za/Who-are-we/Careers/Vacancies>

