

A division of Synerlytic Services (Pty) Ltd Reg. No. 1989/000201/07 | VAT No. 4520131816

Head Office

No. 4 The Terrace, Westway Office Park, Westville, KwaZulu-Natal, 3629 South Africa

PO Box 15108, Westmead, KwaZulu-Natal, 3608

t +27 31 700 5460 e support@wearcheck.co.za

South African Branches

Rustenburg

Western Cape

Bloemfontein +27 51 101 0930 Eastern Cape +27 82 290 6684 Gauteng +27 11 392 6322 Klerksdorn +77 83 781 6896 Middelburg +27 13 246 2966 Northern Cape +27 66 474 8628

+27 83 938 1410

+27 21 001 2100

International Branches

+233 54 431 6512 Ghana +91 44 4557 5039 Mozambique +258 85 792 7933 Namibia +264 81 141 7205 +917 6 740 1700 UAE Zambia +260 212 210 161 Zimbabwe +263 24 244 6369

Agents See full list



6th October 2025

WearCheck Vacancy: Admin Assistant (Based in Middelburg)

A Vacancy exists at WearCheck Middelburg for the above position. The applicant will be responsible for the Administration and Receptionist functions for the Middelburg branch.

MAIN JOB FUNCTIONS

- Reception
- Customer support at reception (phone and emails) and assisting customers delivering or collecting samples
- All Administration functions for the branch
- Telephonic and office support of customers
- General office duties such as filing, notice boards, arranging couriers, etc.

POSITION REQUIREMENTS

- Minimum Education Matric
- Minimum of 3 years work experience in an Admin/Sales and Customer Support environment
- Computer skills (Intermediate)
- Excellent telephone, communication and customer liaison skills
- Ability to liaise at all levels
- Good interpersonal skills
- Good organisational skills
- Good time management
- Attention to detail
- Team player
- Friendly and patient personality

Availability: The successful candidate must be available to start in their position as soon as possible.

Only CV's sent to the following email will be considered mbgvacancy@wearcheck.co.za

Applications close on 17th October 2025.

The appointment of the successful candidate is subject to the verification of all their credentials (educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within one month of submitting your application, please consider it unsuccessful.

ISO 9001 | ISO 14001 | ISO/IEC 17025







