



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.

