

Cleaner: Admin

Grade: A3

Reference no: FIN/05/25 (Internal / External)

PURPOSE OF THE JOB

To conduct general cleaning services in the GMO building.

REPORTS TO

Executive Secretary

MINIMUM QUALIFICATIONS

- Grade 10
- Good communication skills in English

MINIMUM EXPERIENCE

Minimum of 1 Year Experience in the same environment

JOB RESPONSIBILITIES

- Maintain good housekeeping
- Wash dishes
- Clean restroom facilities
- Clean offices and boardrooms
- Operate electrical appliances
- Use step ladder for cleaning windows
- Prepare boardroom for meetings



TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996.

Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

EQUITY STATEMENT

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

POPIA DISCLAIMER

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.

ADDITIONAL INFORMATION

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to: recruitmentP@trp.co.za Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

Closing date: 16 April 2025

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: www.trp.co.za

Follow us on LinkedIn: https://www.linkedin.com/company/two-rivers-platinum-mi





TRP subscribes to ethical recruitment processes. We will never:

◆Ask for money in exchange for any application, medical assessment, and interview or to be appointed.

◆ Display personal contact details or cell phone numbers of individual recruiters on the advert as a form of communication or job application.