



Receptionists and Information Clerks



Ranked

45

by count of job opportunities

Percentage

0.57%

of all job opportunities

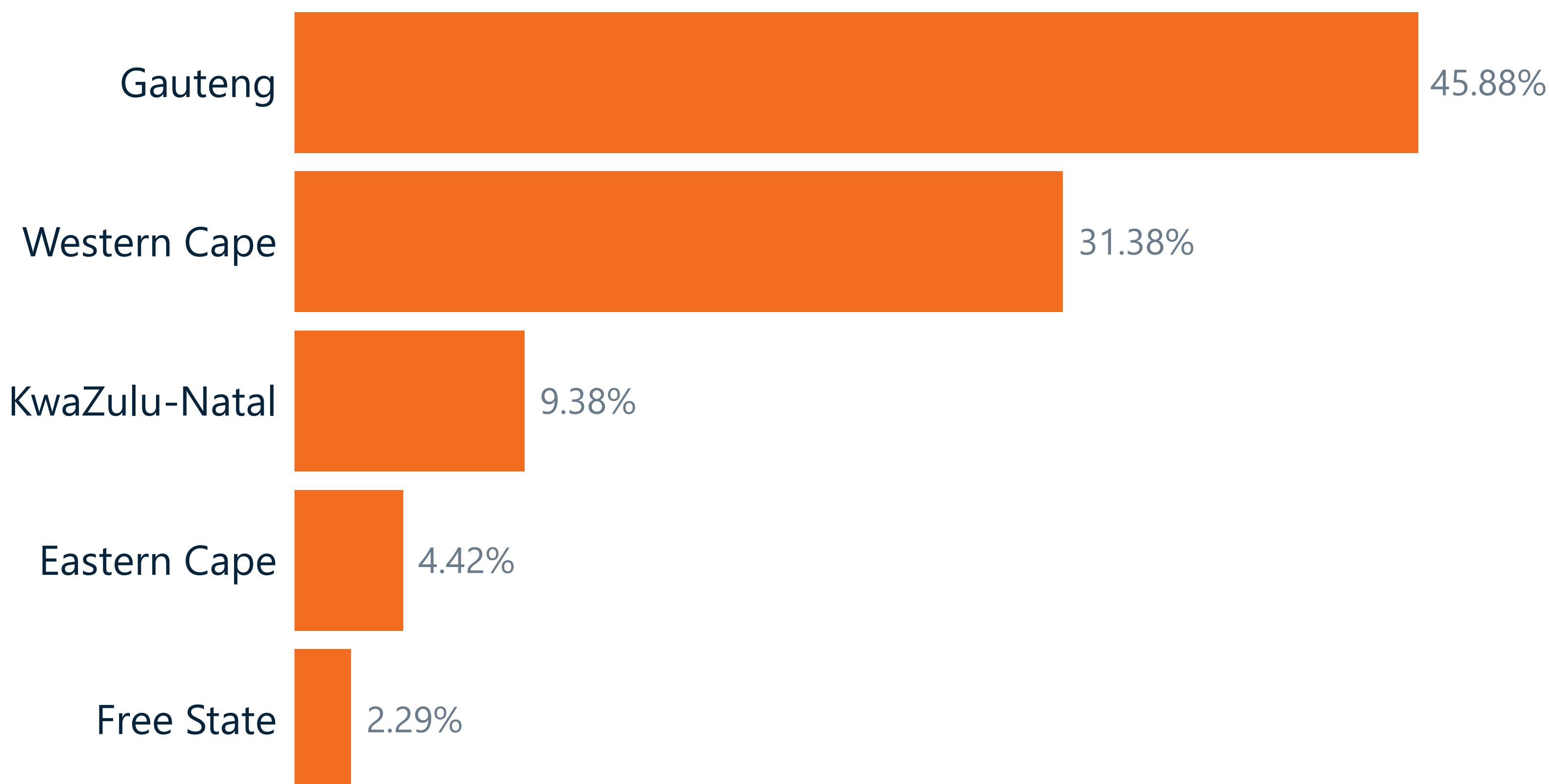
Hard-to-Fill

16.14%

% job opportunities that are "hard-to-fill"

Top 5 Provinces

by percentage of job opportunities



- credit the JobTrendZA and Kululeko Consulting as the original source,
- link to the [license](#), and
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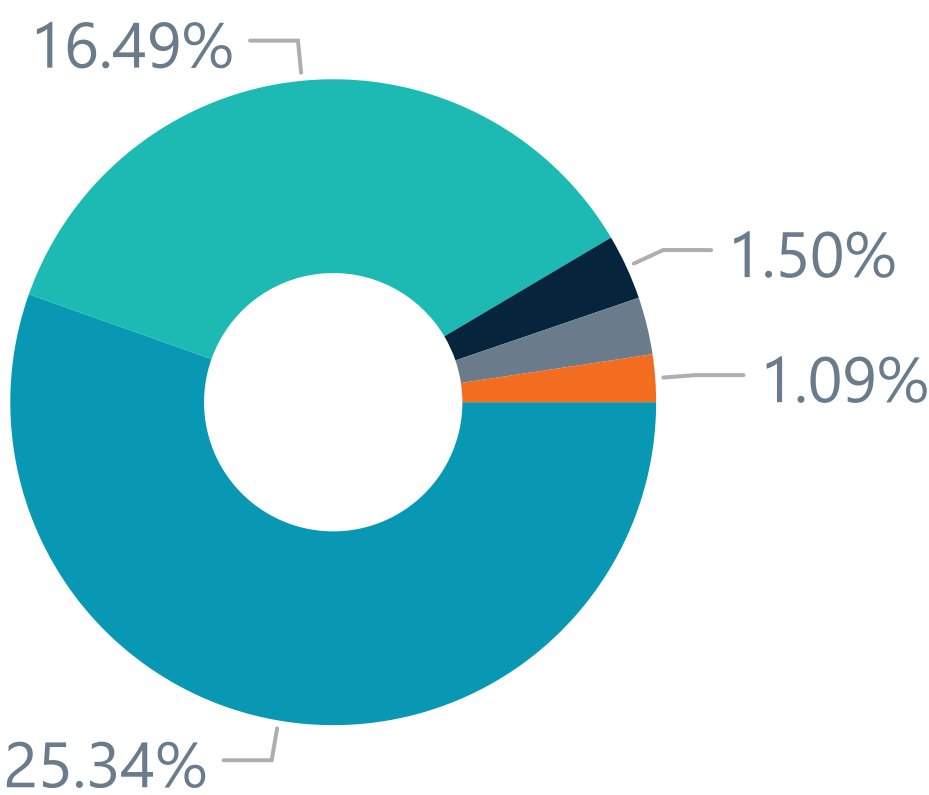
Top 5 Industries

by percentage of job opportunities

Administrative and support activities	31.41%
Human health and social work activities	9.48%
Accommodation and food service activities	8.94%
Professional, scientific and technical activities	7.13%
Wholesale and retail trade	3.82%

Top 5 Company Types

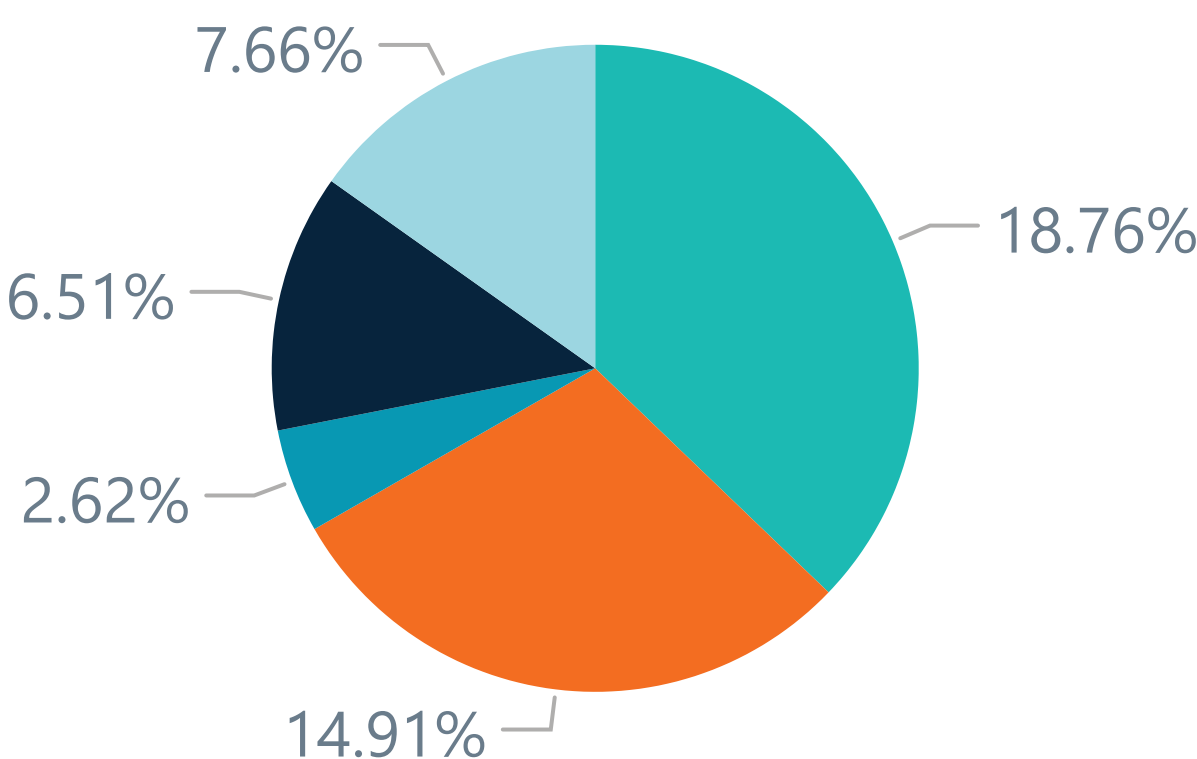
by percentage of job opportunities



- Private company
- Public company
- Corporation
- Partnership
- Sole proprietorship

Top 5 Company Sizes

by percentage of job opportunities

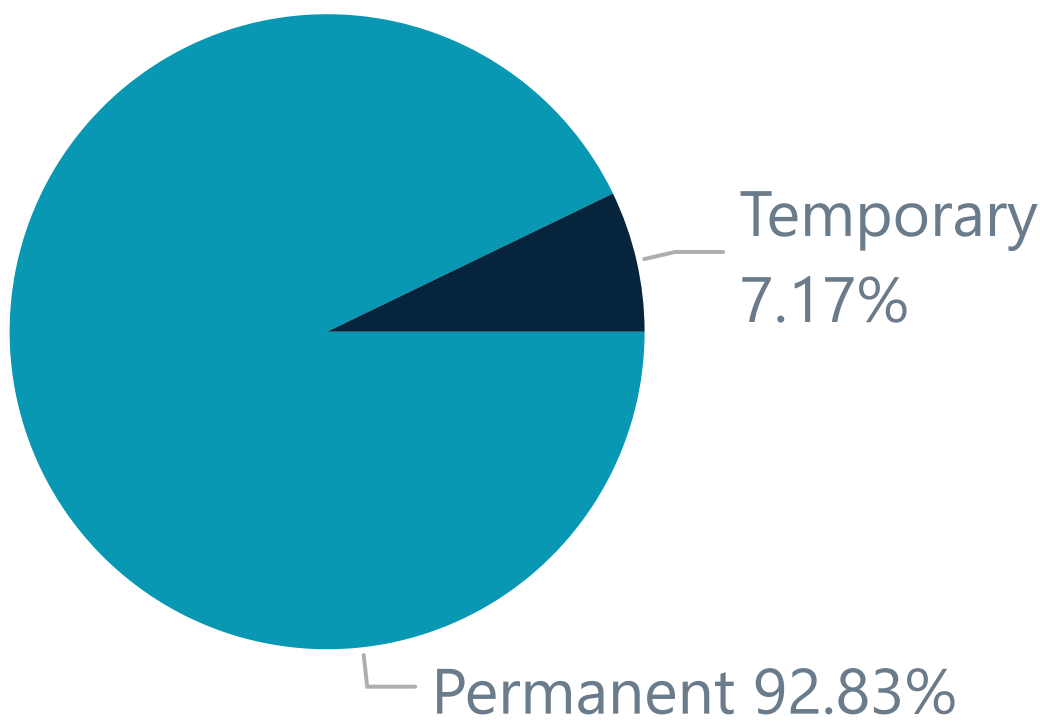


- 1 to 100
- 101 to 500
- 501 to 1,000
- 1,001 to 5,000
- 10,001 +

Receptionists and Information Clerks

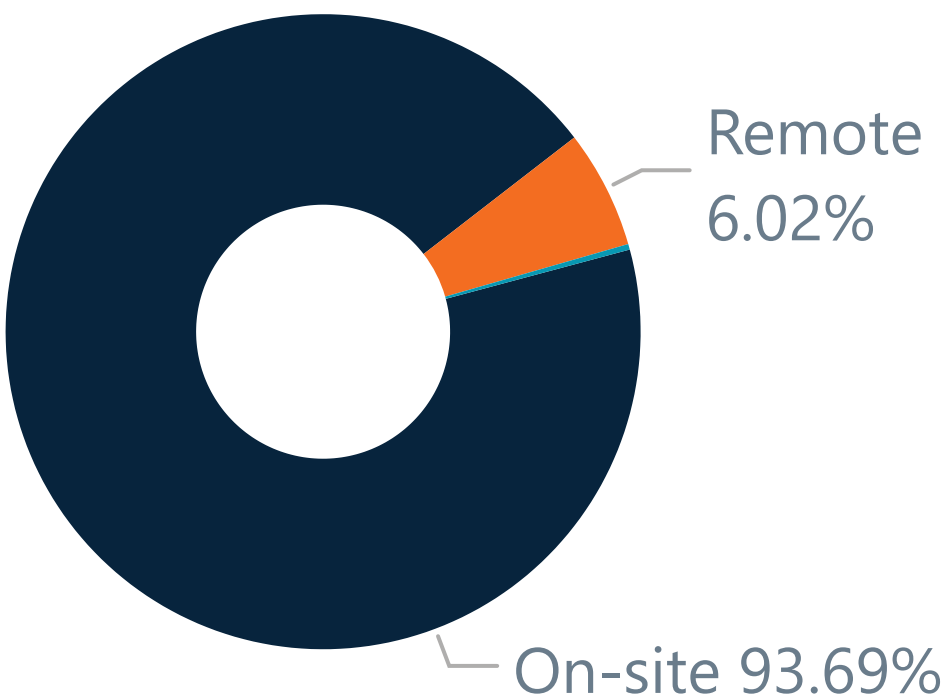
Employment Type

percentage of job opportunities



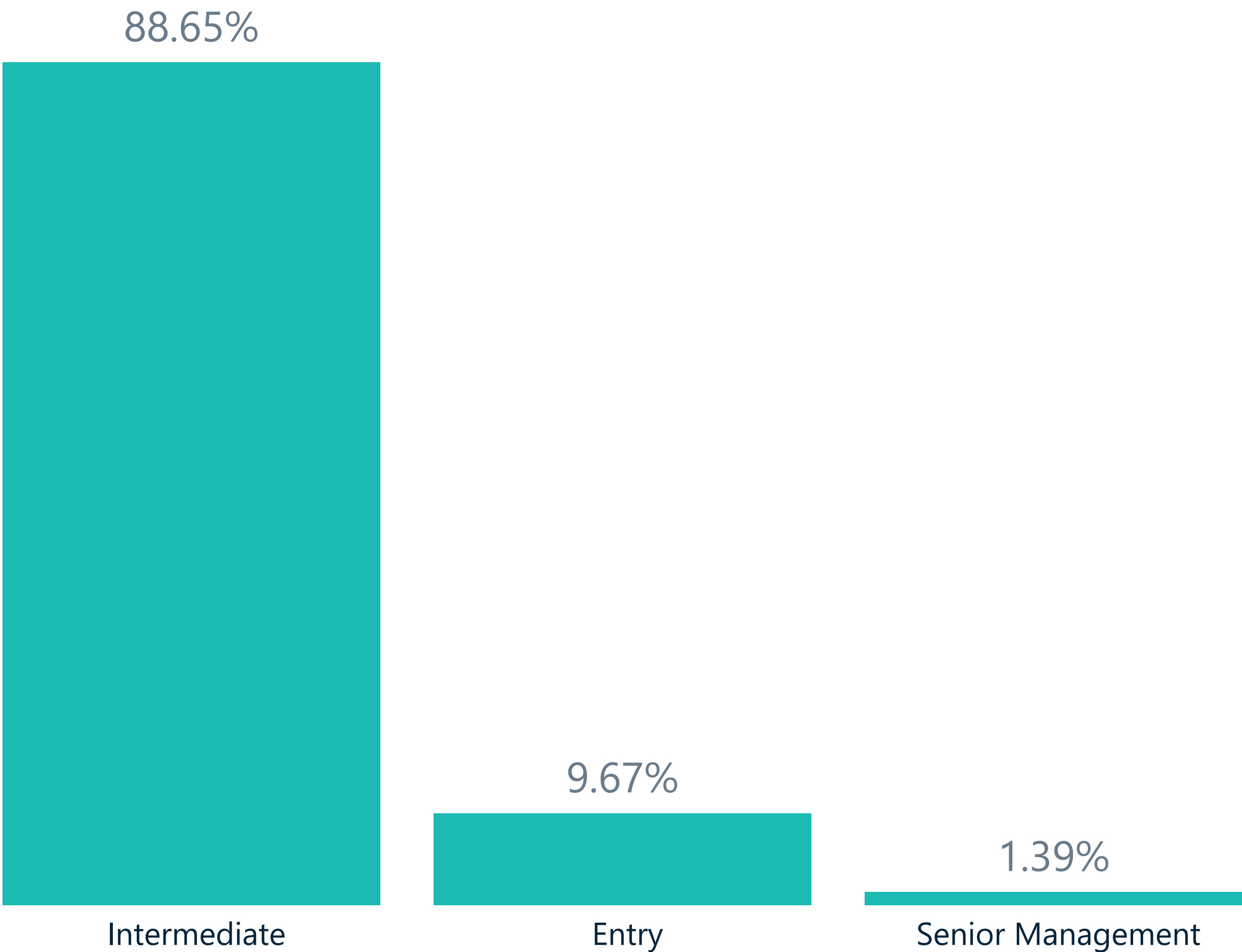
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

by percentage of job opportunities



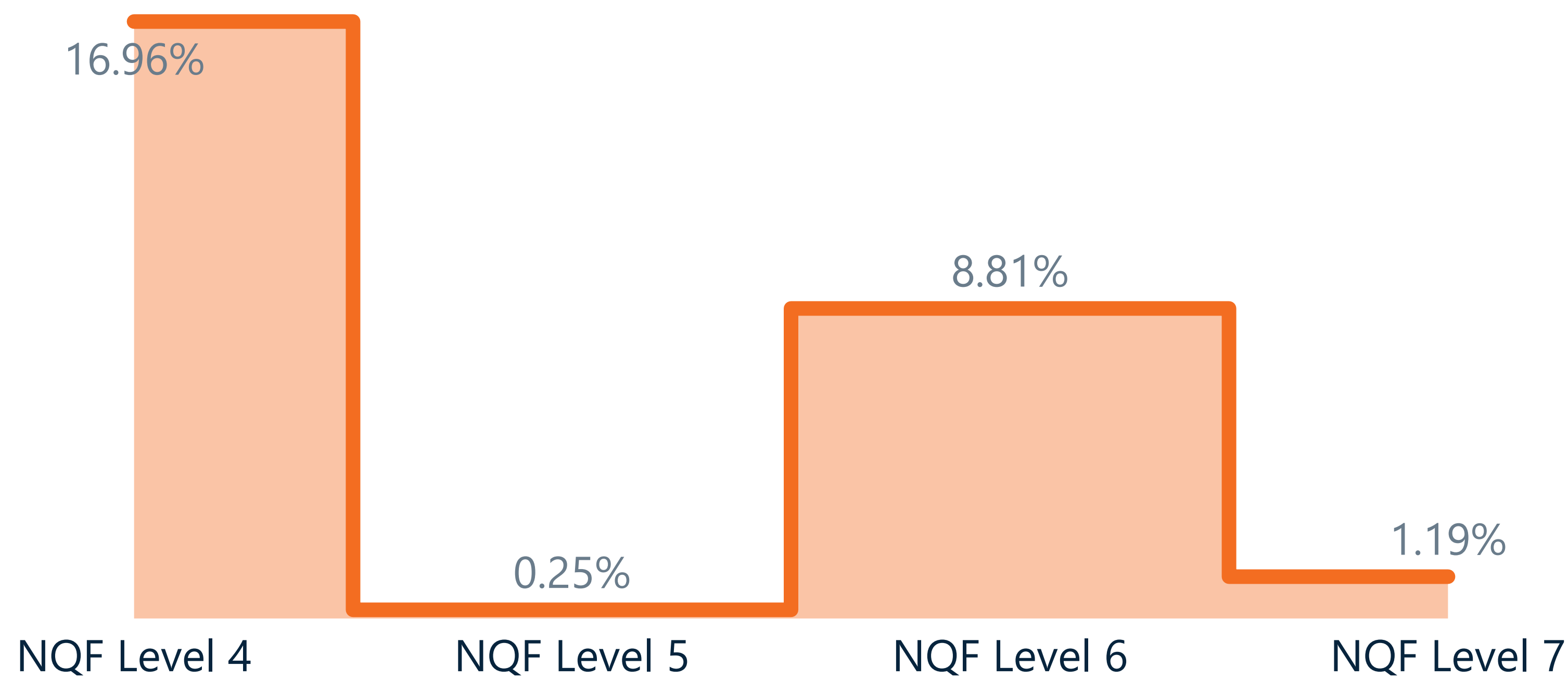


Receptionists and Information Clerks



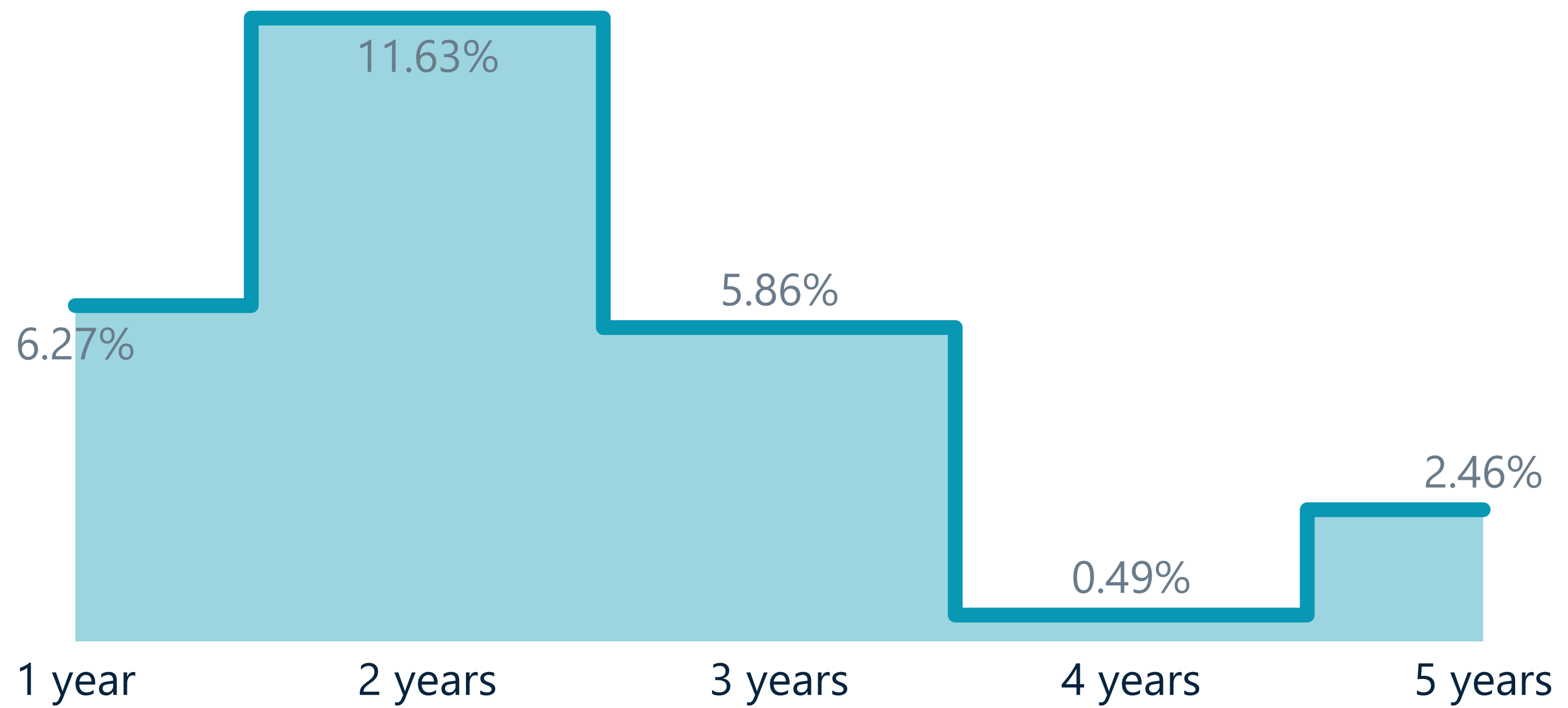
Top 5 Minimum Qualification Level

by percentage of job opportunities



Top 5 Minimum Years Experience

by percentage of job opportunities





Receptionists and Information Clerks



Top 10 Required Skills

Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	1
Service Orientation	
Actively looking for ways to help people.	2
Time Management	
Managing one's own time and the time of others.	3
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	4
Coordination	
Adjusting actions in relation to others' actions.	5
Speaking	
Talking to others to convey information effectively.	6
Social Perceptiveness	
Being aware of others' reactions and understanding why they react as they do.	7
Monitoring	
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	8
Reading Comprehension	
Understanding written sentences and paragraphs in work-related documents.	9
Critical Thinking	
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	10



Receptionists and Information Clerks



Top 5 Required Knowledge

Customer and Personal Service	
Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	1
Computers and Electronics	
Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	2
Administrative	
Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.	3
English Language	
The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.	4
Mathematics	
Arithmetic, algebra, geometry, calculus, statistics, and their applications.	5



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Top 10 Required Technology Skills

Database user interface and query software	
Front Desk	1
Internet browser software	
Google	2
Google Chrome	5
Spreadsheet software	
Microsoft Excel	4
Google Sheets	10
Word processing software	
Microsoft Word	3
Web page creation and editing software	
LinkedIn	6
Facebook	10
Instant messaging software	
WhatsApp	7
Medical software	
Medical software	7
Electronic mail software	
Microsoft Outlook	9