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Office Assistant Required

iXi Water has an **Office Assistant** post available for a young, enthusiastic individual with a passion for creating order.

Education: Minimum Grade 12 with first class grades. No university education required.

Experience: None required, however relevant job experience would count in your favour.

Salary: Market related and negotiable

Availability: March 2018

Closing Date: 31st March 2018 (or sooner, should the position be filled before then)

Other than being a skilful organizer and competent communicator, our **Office Assistant** should also enjoy doing detailed clerical work, be passionate about order, systems, classification, etc., thrive in a modern office environment and have an outstanding level of personal motivation. Excellent communication and effective time management skills, flexibility and adaptability are also vitally important. Along with the above, a drive for continual personal and professional education, development and growth are all qualities our **Office Assistant** must possess.

iXi Water is a spin-off of InvenTeq Technologies which has been developing new technologies and products for the global market for over 29 years.

We, as iXi Water™ are on a mission to reduce, re-use, and recycle while we not only offer solutions to the challenges, risks and long term liabilities connected with water (health, plastic pollution, carbon emissions, pH, Ozone, free radicals, food safety, sustainability, etc.) but also minimize them. We bring the world a premium drinking water, not only affordably, but efficiently and sustainably too while being committed to inspiring our customers, employees and suppliers to be their very best.

PLEASE NOTE: We will only be accepting CVs which contain the following information:

- a copy of your ID
- copies of all certificates and academic records
- all references (including your Facebook page link as well as any other relevant social media links)
- completed iXi Water Application Questionnaire

Click on the links below to open the various documents that will aid you in your application process:

- [Job Description](#)
- [Application Questionnaire \(PDF\)](#) or [Application Questionnaire \(MS Word\)](#)
- [iXi Water Recruitment Process](#)
- [Company Culture and Values](#)

Kindly send us your CV/Résumé, along with all the required documentation.

We look forward to hearing from you!

Kind regards

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