

ORION GROUP

CAREERS

April 2020

Orion
GROUP
It's happening!

POSITION	LOCATION	MINIMUM REQUIREMENTS	CONTACT
Legal Advisor	Head Office, Johannesburg	LLB. Admitted attorney with articles. 2 years' experience post articles	jodih@oriongroup.co.za
Sales Specialist	Head Office, Johannesburg	2 - 5 Years sales experience within selling a service. Hospitality industry experience advantageous. Own vehicle, laptop & Drivers licence required	jodih@oriongroup.co.za
Graphic Designer	Head Office, Johannesburg	Graphic design diploma / relevant. 2 years' experience in graphic design	jodih@oriongroup.co.za
Cashbook Clerk	Head Office, Johannesburg	Bookkeeping diploma or similar. 3 years' experience as a cashbook clerk	jodih@oriongroup.co.za
Cleaning Manager	Head Office, Johannesburg	Own Vehicle. 2 - 3 Years' experience within property / facility management. Cleaning management experience advantageous	jodih@oriongroup.co.za
Reservationist	Promenade Hotel, Nelspruit	Hospitality diploma. 2 years' experience within reservations at a hotel.	jodih@oriongroup.co.za
Reception	Promenade Hotel, Nelspruit	Hospitality diploma. 2 years' experience in front office at a hotel.	jodih@oriongroup.co.za
General HR & Admin Assistant	Velmore Hotel, Pretoria	HR Diploma/ Degree. 1 year experience within similar role / admin	jodih@oriongroup.co.za

Rooms Division Manager	Velmore Hotel, Pretoria	Hospitality Diploma. 3 Years' experience as a Rooms Division manager within a Hotel.	jodih@oriongroup.co.za
G&C Coordinator	Velmore Hotel, Pretoria	Hospitality Diploma. 2 Years' experience in banqueting / Groups & Conferencing.	jodih@oriongroup.co.za
Bookkeeper	Coach House Hotel, Tzaneen	Bookkeeping Diploma / Similar. 3 years' experience within bookkeeping. Hospitality experience advantageous	jodih@oriongroup.co.za
Assistant F&B Manager	Coach House Hotel, Tzaneen	2 Years' Experience within F&B Department in a Hotel. Hospitality Diploma	jodih@oriongroup.co.za
Debtors & Creditors Clerk	Orion Safari Lodge , Rustenburg	Bookkeeping diploma or similar. 3 years' experience in debtors & Creditors	jodih@oriongroup.co.za
General HR & Admin Assistant	Orion Safari Lodge , Rustenburg	HR Diploma/ Degree. 1 year experience within similar role / admin	jodih@oriongroup.co.za
A la Carte Chef	Orion Safari Lodge , Rustenburg	3 years' experience A la Carte. Culinary Qualification	jodih@oriongroup.co.za
Stock Controller	The Venue Country Hotel, Hartbeespoort	2 years' experience within same position within a hotel / F&B Department	jodih@oriongroup.co.za

OUR CORE VALUES

Honesty | Integrity | Generosity | Reward & Recognition | Innovation & Productivity | Treating People with Dignity



Visit our group website for more information about us:

www.oriongroup.co.za

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