



Help The Rural Child NPC

Address: 14 Upper Durban Road, Mowbray

Contact numbers: 021 685 2810 / 1202

Email: Enquiries@ruralchild.org.za

Website: www.ruralchild.org.za

CAPTURER / GENERAL BOOKSHOP ASSISTANT for Charity Organisation

We require the services of a Capturer to upload books for sale on our website and to shelve the uploaded books daily.

Minimum requirements:

- Minimum matric pass required.
- A keen reader would be preferred.
- Must be computer literate.
- Must work accurately and quickly.
- Must be well-versed in English with excellent spelling capabilities.
- Able to work from 8.00 am – 3.00 pm daily at our premises in Mowbray (Mondays-Fridays).
- Willing to work later as necessary.
- Willing to assist in a general capacity with the preparation and the sale of books at primary schools in the Western Cape and shopping mall sales during school holidays as needed when required.

Apply with your CV and a motivation to lorna@ruralchild.org.za soonest. We'd like to fill the position asap. Applications close on 31 July 2025.