



All correspondence to: Chief Executive Officer, Surf House, 35 Livingstone Road, Durban 4001 Tel (031)312 9251
Fax 031)3125612

CIRCULAR 112/07

**TO: PROVINCIAL CHAIRMEN
PROVINCIAL SECRETARIES
CLUB CHAIRMEN/ SECRETARIES**

**C.C: PRESIDENT
VICE PRESIDENT
DIRECTORS/MB MEMBERS
GENERAL MANAGER**

FROM: GENERAL MANAGER – ARVASHINI SING

DATE: 18 DECEMBER 2007

SUBJECT: FUNCTIONS OF STAFF AT HEAD OFFICE

Dear All,

Here with is a brief on the responsibilities of the staff from head office.

General Manager – Ms. Arvashini Sing
Responsible for the efficient functioning of Surf House.
Tel: 031 – 312 9251
Fax: 031 – 312 5612
generalmanager@lifesaving.co.za

PA to the General Manager – Ms. Amantha Chris Paul
Responsible for all the administrative functions.
Tel: 031 – 312 9251
Fax: 031 – 312 5612
headoffice@lifesaving.co.za

Marketing Manager – Ms. Kelly Johnson
Responsible for all the media and marketing functions.
Tel: 031 – 312 9251
Fax: 031 – 312 5612
marketing@lifesaving.co.za

Bookkeeper – Mr. M. Vawda

Temporary Bookkeeper – Mrs. Fatima Khan

Responsible for all the bookkeeping functions, orders, sale of stock etc.

Tel: 031 – 312 9251

Fax: 031 – 312 5612

accounts@lifesaving.co.za

Data Capturer – Mr. Ryall Dorkin

Is responsible for capturing the data for our membership database.

Tel: 031 – 312 9251

Fax: 031 – 312 5612

reception2@lifesaving.co.za

General Office Duties – Charles Ndumiso Ntuli

Responsible for the general maintenance of surf house, photo coping, quotations, processing stock orders etc.

Tel: 031 – 312 9251

Fax: 031 – 312 5612

siphokazi@lifesaving.co.za

Receptionist – Rita Ntuli

Answering of the switch board, fax, prepares the awards and prints the certificates.

Tel: 031 – 312 9251

Fax: 031 – 312 5612

Yours faithfully,

(No signature – electronic document)

Ms Arvashini Sing

General Manager

Lifesaving South Africa

[E-mail: headoffice@lifesaving.co.za](mailto:headoffice@lifesaving.co.za)

[Web](#)

[site: www.lifesaving.co.za](http://www.lifesaving.co.za)

Affiliated to: Sport and Recreation SA and the International Lifesaving Federation Fr. No 002-584 NPO