

executive pa (to chairman)

Position: Executive Personal Assistant
Grade:
Department: Investments
Reference: RC09.WS04
Location: Houghton, Johannesburg
Closing date: December 2009

Purpose of Role

To ensure a consistent and accurate flow of information between executives and all key stakeholders. To manage Executives' diaries and to ensure optimal time management.

Minimum Requirements

- **Qualification (s)**
 - Diploma in business studies; A secretarial diploma
- **Experience**
 - At least 5 years experience executive or director level
- **Skills and Competencies required**
 - Computer literacy – ability to use MS Word, Excel and PowerPoint
 - Time management – ability to manage the Executive Director's calendar efficiently
 - Communication skills – ability to communicate with internal and external stakeholders
- **Key responsibilities**
 - Diary management
 - Manage internal and external communication
 - General office administration
 - Schedule and manage all client entertainment occasions
 - Deal with ad hoc and personal Executive requests

