

Executive Personal Assistant

Remuneration:	negotiable
Benefits:	Pension Fund and Medical Aid Subsidy
Location:	Cape Town, CBD
Education level:	Diploma
Job level:	Management (Snr - Executive, 5+ yrs)
Own transport required:	Yes
Travel requirement:	Occasional
Type:	Permanent
Reference:	#PAHSFSA
Company:	Heart and Stroke Foundation South Africa

This role is that of a Personal Assistant to the CEO. It requires proficiency in personal assistance as well as executive administrative efficiency. Strong communication skills, as well as written and spoken proficiency in the English language is compulsory. A second South African language will be an advantage.

The following responsibilities are central to the role:

- Diary management and scheduling
- Administrative duties
- Responsible for day to day tasks
- Liaising, at the highest level of professionalism and tact, with the board and key stakeholders
- Lead internal communications between the CEO and staff with the highest level of professionalism and collegiality
- Must be trustworthy at the highest level and protect privacy and the confidentiality of materials and information passing through the CEOs office
- Must be able to multi-task and be highly organised
- Must be able to arrange the CEOs work-related travel arrangements
- Must be able to set up board meetings, staff meetings and other relevant high level meetings

Required:

- Knowledge of Microsoft and Google platforms; and other relevant software packages
- Have above average computer literacy
- Prepare, draft, finalise and distribute important notes and minutes
- Manage telephone calls
- Interact with external clients
- Take accurate and comprehensive notes at meetings
- Run errands and coordinate project work if needed
- An over-reliance on AI tools will not be looked upon favorably
- Knowledge of running an executive office with the necessary "gate-keeping" skills
- Have a driver's licence
- Have a reliable internet connection at home for emergencies
- Must be a South African citizen or permanent resident of South Africa
- Have a police clearance certificate
- Be able to provide supporting documents to verify what is reported in the CV

- Provide all supporting documents and the contact details of at least three references, with two being from an immediate past place of employment or from a current employer
- Be skilled at working in diverse work environments and embracing the work culture

Company Description

The Foundation is a 44 year old, health non-profit.

Posted on 07 May 08:34, Closing date 3 Jun

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Prof Pamela Naidoo

pamela.naidoo@heartfoundation.co.za

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