



Job Advert 28 NOVEMBER 2017

Vacancy	Personal Assistant
Location	Rosebank, Johannesburg
Reports to	Executive Director
Role Purpose	To provide administrative support to the Executive Director, through scheduling, logistics and planning. To manage the ED's reception and contribute towards a welcoming atmosphere

Key Performance Areas	
1. Meeting coordination	<ul style="list-style-type: none"> Schedule meetings for the Executive Director ensuring that appointments are updated in his diary and that he is informed of the details and confirmation of meetings in advance Follow up with meeting participants to confirm attendance of meetings Ensure the compilation and circulation of all necessary documentation prior to meetings Plan and coordinate catering arrangements for meetings and prepare meeting room with equipment and refreshments Coordinate the set-up of electronic equipment for meetings (where required)
2. Travel bookings and arrangements	<ul style="list-style-type: none"> Make necessary flight, car rental and accommodation bookings for the executive directors office. Confirm bookings, collate itineraries and communicate ED's itinerary arrangements.
3. General Administration and Filing	<ul style="list-style-type: none"> Maintain an effective filing system for the ED's Office Minute taking of meetings Manage the Executive Director's diary and coordinate his/her schedule. Provide support to the executive director by reviewing reports, proposals and quality management of all executive director's correspondence. Prepare professional Microsoft PowerPoint presentations for the executive director. Prepare and /or edit internal and external communication (letters, memos and faxes pertaining to the executive director's office. Manage incoming calls ensuring that messages are communicated accurately to



Key Performance Areas	
	the ED.
4. Customer Service	<ul style="list-style-type: none"> Resolve any queries by investigating the query, sourcing the correct information to respond, implementing the corrective action and communicating the outcome to the ED.

QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none"> Grade 12 plus a Degree or Secretarial Diploma. Previous experience in minute taking at an executive level. Strong Computer Literacy; PowerPoint, Excel, MS word, Outlook and Internet Explorer Minimum 5 years experience in a senior administrative role. Excellent interpersonal, written and oral skills..
REMUNERATION	Negotiable
LANGUAGE	English - Fluent (Speak , Read and Write)
CLOSING DATE	3 December 2017
CV TO BE SENT TO	recruitment@nedlac.org.za