

EXECUTIVE PA: OFFICE OF THE CEO

PURPOSE OF THE JOB

The Executive PA will provide administrative support to the office of the CEO.

KEY RESPONSIBILITIES

Prepare Business Correspondence and Records

- Prepare business communication on behalf of the CEO
- Typing of memos and letters as required
- Compilation of registers (legal, risk and compliance)
- Capturing and archiving documents on the documents managing system.
- Ensuring that filing is completed within the agreed timeframe according to TAZES's practices
- Manage access archives
- Prepare presentations
- Courier documents when required
- Assist with research work when required

Diary Coordination

- Manage CEO diary
- Schedule and confirm appointments on behalf of the CEO
- Set meeting reminders to relevant people
- Ensuring relevant documentation is prepared and provided prior to meetings
- Arranging refreshments for meetings
- Taking minutes and distribution thereof to all relevant stakeholders within the agreed timeframe
- Updating electronic diaries

Travel Coordination

- Booking and confirmation of flights, accommodation and vehicle hire as requested
- Confirming reservations prior to departure
- Ensure cancellations or changes and inform relevant traveller accordingly

- Ensuring travel authorisation by relevant approvers

General Administration

- Placing orders for stationary and other requirements
- Managing stationary stock levels within acceptable standards
- Filing of fax and emails
- Maintaining electronic and hard copy filing system
- Scanning, copying, printing, faxing and binding of documents when required
- Initial preparation of forms and statutory returns for the company
- Standing in as executive assistant when required

COMPETENCIES/KNOWLEDGE/DOCUMENT MANAGEMENT

- Consult with end-users regarding problems in accessing electronic content
- Monitor regulatory activity to maintain compliance with records and document management laws
- Assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content
- Implement electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists
- Administer document and system access rights and revision control to ensure security of system and integrity of master documents
- Develop or configure document management system features, such as user interfaces, access profiles, and document workflow procedures

REQUIRED SKILLS

Planning & organising	Conflict handling and working under pressure
Interpersonal	Typing and minutes taking

ATTRIBUTES

- Ability to in a team environment
- Honesty
- Flexibility
- Strong work ethic
- Determination

QUALIFICATIONS

- A National Diploma in Office Administration
- Certificate in Office Administration
- A NQF level 7 qualification or equivalent will be advantageous

WORK EXPERIENCE

A minimum of 5 years' experience in operational secretarial/administrative role is required.

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za.

CLOSING DATE:

The closing date for applications **08 August 2022**.