

EXECUTIVE ASSISTANT: BUSINESS DEVELOPMENT AND INFRASTRUCTURE DEVELOPMENT DIVISION

JOB GRADE: C4

PURPOSE OF THE JOB

To provide an administrative support function to the TASEZ Business Development and Infrastructure Development Executives.

KEY RESPONSIBILITIES

Provide Secretarial support service to the executive authority.

- Act as the point of contact among executives, employees, clients, and other external partners.
- Manage information flow in a timely and accurate manner.
- Scan and analyse incoming mail and create a to-do list for critical engagements, tasks, and responses by the executive manager.
- From the to-do list emanating from the incoming mail, create and manage a tracker to ensure the department timeously responds and carries out tasks as per incoming requests from both internal and external.
- Must have the ability and capability to analyse correspondence and respond in a felicitous and appropriate manner without constant supervision and directive.
- Receive visitors to the office of the executive authority. Direct inquiries/complaints to the relevant people.
- Utilise discretion to arrange the appointments, interviews, and appearances of the executive authority.
- Manage and coordinate the diary of the executive authority. Compile realistic schedules of appointments for the executive authority.
- Remind and sensitize the executive authority of appointments.

Provide support to the executive authority regarding meetings.

- Organise meetings and coordinate logistical arrangements for meetings, accompany the executive authority to meetings record minutes when required, and communicate resolutions.
- Receive, collect, and check documents for meetings.

- Monitor and manage the e-mail inbox of the executive authority.
- Monitor the schedule of the executive authority and submit RSVPs on behalf of the executive authority.

Assist the executive authority with key stakeholder work.

- Receive calls and requests from the investors/tenants/contractors within the applicable stakeholders of the executive authority.
- Resolve or refer to the requests received from stakeholders for finalisation.
- Follow-up and monitor referred requests and actions agreed upon.
- Accompany and support the executive authority on visits to his/her engagements.

Policy and Regulations

- Remain up to date regarding the applicable prescripts/policies and procedures that apply to his/her work terrain.
- Maintain abreast with the procedures and processes applicable to the office of the executive authority to include both Infrastructure division and Business Development processes and activities.
- Initial preparation of forms and statutory returns for the Company.

COMPETENCIES/KNOWLEDGE

Knowledge

- Document management
- Activity tracker development and management
- Ability to engage stakeholders effectively

Required Skills

- Planning & organizing skills
- Interpersonal skills
- Exceptional verbal & written communication skills
- Coping under pressure
- Excellent MS Office knowledge, Word, PowerPoint and Excel

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- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Conflict handling skills
- Exceptional writing skills
- Coordination skills
- Minute Taking
- Outstanding organizational & time management skills
- Discretion and confidentiality are a must

QUALIFICATIONS

- Grade 12
- National Diploma in Office Administration / Public Administration / Management / equivalent

WORK EXPERIENCE

- Minimum of 8 years of experience working as a personal assistant to an Executive/s or Senior Manager

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications is Extended to **29 November 2024**.

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

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