



**RE-ADVERTISEMENT: EXECUTIVE ASSISTANT: TASEZ TRAINING ACADEMY  
DIVISION  
GRADE: C4**

**PURPOSE OF THE JOB**

To provide an administrative support function to the TASEZ training academy 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

TASEZ Letterhead	<b>Page 2 of 3</b>
Doc No: TAS-CMC-LET001	
Revision No: 01	
Next Review Date: August 2024	

- 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](mailto:recruitment@tasez.co.za) . Applicants who had previously applied are encouraged to apply again.

## CLOSING DATE :

The closing date for applications **09 September 2025**. 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

TASEZ Letterhead	<b>Page 3 of 3</b>
Doc No: TAS-CMC-LET001	
Revision No: 01	
Next Review Date: August 2024	