

PERSONAL ASSISTANT – C2
SALARY PER MONTH: R27 204.00 PLUS BENEFITS
INFORMATION & COMMUNICATIONS TECHNOLOGY
ITHALA TRADE CENTRE
REFERENCE NUMBER: LJ22066

The Personal Assistant to the Group Chief Information Officer will provide personal administrative support through performing administrative duties and activities including receiving and handling information, as well as coordinating and implementing office procedures.

The Personal Assistant will:

- Provide an extensive administrative support by handling queries, dealing with call efficiently and providing professional client interaction.
- Organises diaries, meetings, itineraries and collate all required information.
- Take minutes and produce documents.
- Documents are checked for accuracy.
- Documents are distributed and circulated.
- Presentations are prepared from verbal or written instructions and arrange in appropriate manner introducing value added graphics.
- Documents received are noted and signed for.
- A systematic filing system is maintained.
- Performing office and general administration duties

The following minimum requirements should be met in order to be considered:

Qualifications:

- Matric with a Secretarial/Office Management qualification.

Experience:

- Three (5) years secretarial/personal assistant/office management experience to Senior Management.

Requisite Functional Competencies:

- Computer proficiency in Ms Office suite at an advanced level.
- Excellent typing skills, note taking and transcription abilities.
- Proficiency in verbal and written communication.
- Ability to work autonomously.
- A high level of confidentiality and integrity.
- Attention to detail, excellent organisational skills and discretion with confidential information.
- Excellent interpersonal skills, diplomacy and business etiquette.
- Excellent telephone etiquette.
- Good communication and business writing skills.
- Customer service excellence.

All Short-listed applicants will be subjected to assessments, references, and credit checks.

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT
PREFERENCE WILL BE GIVEN TO PEOPLE WITH DISABILITIES, INDIAN MALE OR WHITE FEMALE.**

CLOSING DATE: 30 SEPTEMBER 2023

INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO HR_recruitment8@ithala.co.za. KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.

PLEASE NOTE:

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.
- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES. ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE, AND CREDIT CHECKS. IF YOU HAVE NOT BEEN CONTACTED WITHIN 3 MONTHS OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.