



ADVERTISEMENT

VACANCY 03/2023

PERSONAL ASSISTANT TO THE CEO

Applications are invited from suitably-qualified, competent, well-motivated, assertive and results-driven individuals for the below post, to be appointed on a full-time basis.

Letters of application together with comprehensive curriculum vitae, at least 3 contactable references, and certified copies of qualifications, should be marked "Private & Confidential", with the name of the relevant post, and addressed to the Chief Executive Officer, 16 Bisset Street, Port Shepstone, 4240. Applications can be hand-delivered to South Coast Tourism and Investment Enterprise, 16 Bisset Street, Port Shepstone, 4240 or emailed to recruitment@sctie.co.za.

Applications are to be received on or before the closing date of 09 February 2023. Communication will be with shortlisted candidates only.

South Coast Tourism and Investment Enterprise is committed to Employment Equity and reserves the right not to make any appointment. The decision made will be final.

VACANCY NO:3/2023

Remuneration: R240 000 pa Negotiable

PERSONAL ASSISTANT TO THE CEO

Requirements:

- Relevant National Diploma or Degree qualification
- Advance computer literacy
- 3 years' experience in similar position and supporting senior managers
- Ability to manage and prioritize internal/ external demands on CEO's time
- Excellent organizational skills with ability to multi task and prioritize
- Report writing skills
- Outstanding personal skills
- Broad experience, skill and knowledge of the organisation policies and practises
- Able to be diplomatic, discrete and polite at all times
- Ability to communicate – speak and write in formal business tone
- A valid driver's will be an added advantage

Duties and Responsibilities:

Administrative Support

- This position directly reports to the CEO
- Helps the CEO to carry out the administrative work efficiently and to ensure the efficient operation of the office, appearance and readiness
- Control and Coordination of travelling arrangements and expense reports of the CEO
- Manage CEO's diary on a daily basis
- Screen meeting requests and phone calls to the CEO to understand if they can be directed to other senior managers
- Organise CEO's meetings by booking facilities and ensuring they are properly equipped

Executive Support

- Interact with the Board of Directors
- Schedule board meetings and handle logistics of board meeting
- Send board materials for review prior to the meetings
- Take and distribute board minutes
- Field general queries from board members
- Plan and execute executive team meetings and stakeholder meetings
- Write reports on behalf of the CEO
- Manage relations with key stakeholders
- Handle special projects assigned by the CEO

16 Bisset Street
Port Shepstone, 4240, KZN
Tel: 039 682 7944

Phelisa Mangcu
Chief Executive Officer