

<b>Job Title:</b>	<b>Personal Assistant to Executive Managers</b>
<b>Type of Position</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Senior Manager: MERC</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC014/24</b>

### QUALIFICATION AND EXPERIENCE:

- A **National Diploma** or **Advanced Certificate** in Office Administration, Secretarial Studies, or Business Administration
- Post graduate Qualifications in Administration, Business Administration or Public Administration will be an added advantage
- 3 and above years of Secretarial / Administrative experience in a Secretarial or Administrative role.

### KNOWLEDGE AND SKILLS

- Knowledge and experience with relevant Microsoft software applications including spreadsheets and database management.
- Knowledge of administrative and clerical procedures.
- Proficient in spelling, punctuation, grammar and other English language skills; and
- Proven experience in information and communication management.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle confidential information with discretion.
- Attention to detail and accuracy.
- Strong interpersonal skills and ability to work well in a team.

### KEY DUTIES AND RESPONSIBILITIES

#### 1. Secretarial Support to Executive Managers

Effectively and efficiently manage correspondence with stakeholders and shareholders. Timeous circulation of Agenda Items before the actual meeting. Timeous production of previous final Minutes,

Agenda and Matters Arising/Resolutions before the actual meeting. Timeous production of all divisions. Assist the Senior Managers with *ad hoc* requests related to secretarial support and provide regular feedback on all outstanding issues. Execute and maintain efficient planning in scheduling of all divisional meetings. Coordinate the flow of all submission requests between the Senior Manager and staff members. Coordination of travel, workshops, conferences and other meetings. Ensure accuracy in all documents submitted for approval/signature by the Senior Managers

## **2. Administrative Support to other divisions**

Administer efficient and timeous planning of flow of requests for budget approvals, requisitions, trip approvals and travel bookings for staff. Coordination of workshops, conferences and other meetings. Prepare and distribute meeting agendas, minutes, and documents. Maintain and organize office files, records, and correspondence in line with the Records Management Policy

## **3. Document Management**

Ensure confidentiality and security of sensitive information. Oversee the management of corporate records and documents. Ensure proper filing, retrieval, and security of confidential information. Implement and maintain an effective document management system

## **4. Communications**

Handle incoming and outgoing communications, including emails, phone calls, and mail. Draft and proofread correspondence and reports. Act as a point of contact for internal and external inquiries.

## **5. Other Duties**

Assist with special projects and initiatives as required. Provide backup support to other administrative staff. Facilitate effective communication and coordination with senior management, and other stakeholders. Handle inquiries and requests for information in a professional and timely manner. Strong organizational, communication, and interpersonal skills. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook). Excellent time management and ability to work under pressure. Discretion and confidentiality in handling sensitive information. Ability to coordinate meetings, take minutes, and manage complex schedules.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **21 October 2024**. **NB. Please use the reference number as the subject when applying.** If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za), for further enquiries, Please call 012 341 1115. The NAMC reserves the right to withdraw, amend or not fill the position.