

CONSULTING ENGINEERS (PTY) LTD

Reg No: 2007/009450/07 | Vat No: 4760251407

VACANCY

EXECUTIVE PERSONAL ASSISTANT

POSITION OVERVIEW:

We are looking a very experienced Executive Personal Assistant to join our team. This is a fixed term contract for 1 year, with the prospect to renew.

Location: Fourways

Minimum requirements:

- Degree or diploma in administration
- Minimum of 3 years' proven experience as an Executive Assistant or Personal Assistant.
- Proven minute taking track record with a minimum of 5-6 years and have worked with Senior management, Executives and Stakeholders.
- Must have a proven track record of being in trusted positions
- Proficient in recording, capturing accurate and comprehensive meeting minutes
- Attention to detail
- Sound knowledge and practical experience in handling visa applications.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is mandatory
- Exceptional organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and exercise discretion.
- Solid understanding of business practices and office protocols.
- Possession of a PA diploma or certification is advantageous.
- Must have a valid driver's license and own vehicle.
- Willingness to travel as required for business purposes
- Flexibility to work outside standard hours.
- Must have your own transport

HEAD OFFICE

Tel: +27 10 977 7776 | **Fax:** +27 86 664 8130 | **Email:** reception@mothapo.com

Address: Unit 23, Block C, Cedar Tree Office Park, cnr Cedar & Stinkwood Close, Fourways, 2055

Website: www.mothapo.com | **Postal Address:** P O Box 50781, Midrand, 1685

BRANCH OFFICE

Free State: 108 Standard & General Building, 72 St Andrew Street, Bloemfontein, 9300 | **Tel:** +27 71 871 5827

SATELLITE OFFICES

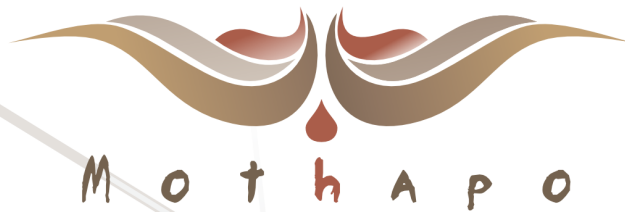
Eastern Cape: No. 3 Prestwich Avenue, Umthata Central, 5100 | **Tel:** +27 47 531 1583

Mpumalanga: Financial Square 5/1166, cnr Mandela and Woltemade street, Die Heuwel Extension 8, Mpumalanga | **Tel:** +27 82 412 8116

Limpopo: Office No. 2, Amy Park, 128 Marshall Street, Polokwane | **Western Cape:** 113 Loop Street, Cape Town, 8001

Lesotho: P O Box 15407, Maseru, Lesotho, 100 | **Tel:** +266 588 64 378

Director: EL Mabitsela – Pr Tech Eng, PR CPM, B. Tech, MSAIEE, MIPET | **Operations Director:** Ratile Mabitsela | **Office Manager & HR:** Elizabeth Poee



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Key Responsibilities:

- Will Perform multifaceted executive administrative support
- Must be incredibly organized and work efficiently on a daily basis
- Will be responsible for keeping diary and appointments up to date and organized
- Will need to be flexible in work hours and keep up with the workload
- Initiate follow-ups with Stakeholders about matters arising items before the targeted deadlines
- Scheduling multiple and manage meetings (Teams, Zoom, in-person)
- Verifying meeting quorums and compilation of agendas for all meetings
- Will need to excel in typing and stay on top of mails
- Ensuring accurate cloud based archival of minutes and Matters Arising
- Developing task/to do lists to guarantee timely completion of all tasks
- Document communications with stakeholders in a systematic manner
- Disseminate invitations to stakeholders for events/meetings
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, correspondence, or other material relating to the CEO.
- Serve as the primary point of contact for the company CEO and executives.
- Manage the timely and accurate flow of information between various stakeholders
- Monitor and respond to executives' emails in a professional and timely manner.
- Facilitate travel and accommodation arrangements, both locally and internationally, with attention to detail and cost-efficiency.
- Plan and coordinate various events/meetings to ensure their successful execution.
- Handle incoming phone calls with professionalism and direct them appropriately.
- Prepare reports as requested by the CEO.
- Undertake administrative tasks to maintain the efficiency of the CEO's office.
- Fulfil ad-hoc duties as assigned by the CEO.

If you meet the above requirements, apply today by emailing your CV to: HR@mothapo.com

Closing date: 12 September 2023

Please note, if you have not received a response within 10 working days after applying, your application is unsuccessful.

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