



Personal Assistant: Executive Manager Corporate Services

Ref No. RTMC/ CS: PA/2023

Market Related

Position: Personal Assistant
Business Unit: Corporate Services
Location: Eco Park
Job Purpose: To ensure that the office of the Executive Manager: Corporate Services functions efficiently by providing coordination and administrative support to the Executive Manager, divisional General Managers and the Business Unit as a whole.

KEY JOB RESPONSIBILITIES:

- The position requires a systematic, proactive and agile individual with good organising skills to effectively manage the calendar of the executive. You must proactively ensure that all key commitments are diarised in advance and honoured by the office of the Executive. Additionally, you must have a sound business acumen to be able to identify the need to re-arrange and re-prioritize the diary of the executive manager according to unexpected matters that may require the attention of the executive.
- The position requires that you maintain consistent communication from and into the office of the executive. You must become the first point of contact on all matters that are directed to the office of the Executive Manager. You must therefore form good relationships with other departments, divisional managers and all stakeholders representing functions that interact with the Executive Manager's office. This includes both internal and external stakeholders.

- Through innovative administrative support, you must assist the division in ensuring that targets and deadlines are met. You must create and maintain a tasks deadline monitoring system that will aid the Executive Manager, General Managers and the business unit in keeping track of all tasks ensuring that no deadlines are missed.
- You are required to assist the Executive Manager with reviewing, formatting, collating information and generally preparing communications memos, emails, reports and presentations. It is therefore critical that you are an expert user of Microsoft packages such as Microsoft Word, PowerPoint and Excel.
- The Personal Assistant for the Corporate Services division must have sound financial administration skills as one of the key requirements is the constant engaging with the finance division with regards to maintaining timely payments to service providers. You must have sound document control experience to ensure that divisional service requirements are requisitioned in good time, invoices and statements are updated, signed and ready for processing in a timely manner.
- As the Personal Assistant, you are to maintain a reliable and efficient filing system that will enable the business unit to meet its objectives. You must also keep abreast of the latest records management systems to advise the Executive Manager on new and innovative ways to improve the Division's filing system.

QUALIFICATIONS AND EXPERIENCE:

- National Diploma at NQF level 6 qualification in Secretarial / Administration or related discipline
- Candidate must have three (3) to five (5) years' experience in an administrative position.
- Experienced at dealing with people at different level.

KEY ATTRIBUTES AND COMPETENCIES:

- Must be a proactive self-starter able to operate with minimal supervision.
- Must be creative, embrace innovation and always seek methods of improving processes within your area.
- Must be professional and maintain confidentiality.

- Must be punctual and accessible.
- Must have good communications skills.
- Must be computer literate in Ms Office

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as copies of qualifications.
- Applications must be forwarded via email to: rtmc@miltonresourcing.co.za.
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email

NB: Persons with disabilities are encouraged to apply.

Closing date is the 21 July 2023 at 16:30 pm, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425