



Position: Executive Personal Assistant

Location: Menlyn Pretoria

Reports to: Executive Management

Employment Type: Full-time

Job Summary

The Executive Personal Assistant (EPA) provides high-level administrative and personal support to Executive Management, ensuring seamless daily operations and efficient time management. This role requires a proactive, highly organized, and detail-oriented professional who can manage complex schedules, coordinate meetings, handle communications, and oversee office administration.

Key Responsibilities

1. Personal Assistance to Executive Management

- Provide personal administrative support, including handling personal tasks, catering arrangements, and running errands.

2. Executive Assistance to Executive Management

- Initiate and respond to calls, emails, and messages on behalf of the Executive Management.
- Delegate instructions and ensure follow-ups are completed.
- Conduct research and prepare necessary reports.
- Manage scheduling, including appointments and diary management.

3. Calendar and Schedule Management

- Efficiently manage the Executive Management's calendar by scheduling appointments, meetings, and events.
- Coordinate internal and external meetings, ensuring all logistical arrangements such as venue bookings, catering, and material preparation are completed.
- Proactively handle scheduling conflicts and prioritize appointments based on business needs.

Phone | +27 12 111 1630 Fax | +27 (0) 86 232 6537

Address | Office 3001/2C (A) | Podium at Menlyn | 43 Ingersol Road, Menlyn | Pretoria | 0181

Directors S. Rafuza (Executive Director) | S. Wiggins (Non-Executive Director) | Z. Monnakgotla (Non-Executive Director)

4. Travel and Logistics

- Arrange domestic and international travel, including flights, accommodations, transportation, and visa applications.
- Prepare detailed travel plans, itineraries, and agendas.
- Reconcile travel expenses and prepare expense reports.

5. Meetings Management

- Attend internal and external meetings on behalf of, or with, the Executive Management.
- Prepare and distribute meeting agendas.
- Record and distribute minutes of meetings.
- Follow up to ensure timely implementation of action items.

6. Office Facility Management

- Supervise the Office Hygiene Manager to ensure a clean and organized work environment.
- Oversee the reception area and office maintenance, including furniture and equipment upkeep.

7. Hosting and Events Coordination

- Organize and cater for important visitors and VIP guests.
- Plan and coordinate promotional and staff events.

8. Documentation and Communication

- Draft and send emails, letters, proposals, and reports on behalf of Executive Management.
- Prepare internal communication documents and staff announcements.
- Update internal documents such as letterheads and templates.

9. Staff Expense Claims Administration

- Process and manage staff expense claims efficiently.

10. Internet Domain Name Administration

- Oversee and manage the administration of company internet domain names.



Key Skills & Competencies

- **Organizational Skills:** Ability to manage multiple tasks and prioritize effectively.
 - **Time Management:** Strong ability to meet deadlines and handle last-minute requests.
 - **Communication Skills:** Excellent written and verbal communication skills.
 - **Discretion & Confidentiality:** Ability to handle sensitive information with integrity.
 - **Tech-Savvy:** Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and other relevant software.
 - **Problem-Solving Ability:** A proactive approach to challenges and finding solutions.
 - **Attention to Detail:** High level of accuracy in administrative tasks and documentation.
 - **Interpersonal Skills:** Ability to engage professionally with executives, stakeholders, and staff.
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Qualifications & Experience

- Diploma Business Administration, Office Management, or a related field .
- Proven experience as an Executive or Personal Assistant (minimum of 3-5 years).
- Experience in a corporate or executive environment is highly advantageous.

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