



## **PERSONAL ASSISTANT**

**Location:** Cape Town, South Africa.

**Company:** Small business (8 employees)

**Activity:** Sales and Marketing (Aviation Industry)

**JOB DESCRIPTION:** Assist the CEO with his/ her daily duties (¾ time)

### **Key Competencies:**

Daily administrative tasks including recording of minutes, order office stationary and consumables etc;

Development and maintenance of filing systems;

Reporting and analyses;

Formulation of documents and correspondence;

Ensure prompt execution of travel arrangements, requisitions, visa applications, schedules and agendas;

Implementing and maintaining procedures/administrative systems;

Liaising with staff, suppliers and clients;

Preparing letters, presentations and reports;

Maintain electronic diaries;

Ensure office is well organized and manage all building administration;

Compile staff salary recap and commission to accounts department.

### **Skills and required Competencies:**

Matric and at least 2 years Post Matric Studies or equivalent experience;

At least 2 years of professional experience in a similar position;

Excellent oral and written English communication skills;

Must be computer literate (good knowledge of Excel, Outlook and Word);

Must be resourceful, flexible, detail-oriented, adaptability;

Ability to multitask at all levels;

Ability to work under pressure and in a changing environment;

Good interpersonal skills, Self Management, Planning and Organizational skills;

Ability to work within tight deadlines;

High Level of Accuracy and attention to details;

Sage One (Pastel) experience a bonus;

### **Salary:**

Salary package is commensurate with experience and academic strengths.

Send your CV and a motivation letter to: [\*\*assistant@hiflymarketing.com\*\*](mailto:assistant@hiflymarketing.com).

## Contact Info

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