



SOUTH AFRICAN CHAMBER OF COMMERCE AND INDUSTRY

PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

The South African Chamber of Commerce and Industry is seeking a Personal Assistant (PA) to the Chief Executive Officer (CEO). This position will require support to the team as a whole.

The prospective candidate will manage mostly business-related tasks for the team such as creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. To perform the required tasks the incumbent should have a detailed understanding of the full Microsoft Office suite, be able to analyse a situation and take remedial action with solving problems. Experience as a personal or administration assistant will be sought in the candidate appointed.

Executive Assistant Responsibilities:

- Preparing reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.
- Filing and retrieving corporate records, documents, and reports.
- Researching and coordinating inputs and data to prepare documents for review and presentation by the CEO, to board of directors/Council/Chamber Forum and committees
- Drafting Agendas for meetings.
- Accurately recording minutes from meetings.
- Greeting visitors, screening requests and inquiries and coordinating diary appointments for the CEO
- Using word, spreadsheets, databases, and presentation software.
- Reading and analysing incoming memos, submissions, and directing these to the appropriate portfolio head.
- Making travel arrangements for CEO and executives.
- Performing office duties that include ordering supplies and managing a the SACCI records and database.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.

Personal Assistant Requirements

- Diploma in secretarial services or similar qualifications or better
- Experience as a personal assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced environment and handle stress.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.

- Must have a personable approach and demeanour

Applicants who are interested in the above position should forward their applications comprising a written motivation, a detailed *curriculum vitae* and an indication of current and expected salary on a total cost to company basis.

Applications are to be submitted by no later than Thursday,31st January 2019 to:

Mrs. Nonie Sibiya nonies@sacci.org.za