

ADVERT

Position: **Personal Assistant**

Department: **Standards**

Closing Date: **20 March 2018**

REQUIREMENTS

- Office management/ administrative skills
- Secretarial training and 5 years relevant experience
- Must be proficient in MSOffice

KEY PERFORMANCE AREAS

- To manage diary of Director: set up appointments and meetings.
- To act as a first point of contact for the Director and Senior Professional Manager: dealing with correspondence and phone calls.
- To provide administrative assistance to Director and Professional Managers.
- To arrange all aspects of meetings including invitations, invitation responses, book a venue, arrange for catering, refreshments, parking, print agenda papers and draft minutes.
- To make domestic and international travel and accommodation arrangements for Director, Professional Manager (local and international) and committee members.
- To assist Director and Professional Managers for planning and preparation for their international board commitments.
- To assist the Director and Senior Professional Manager with preparation for future meetings
- To remind the Director and Senior Executive Manager about important tasks and deadlines.
- To prepare slide presentations, reports and other correspondence as necessary.

SKILLS & PERSONAL ATTRIBUTES

- Telephone skills
- Events organising
- Typing
- Electronic filing
- Minute taking
- Internet research
- Language skills
- Organisation
- A strong team player
- Experience with managing multiple diaries and complexity of travel arrangements.

CVs must be e-mailed to hr@irba.co.za.

In compliance with the IRBA's employment equity plans, first preference will be given to candidates from designated groups (Africans, disabled, Indians, Coloureds and females). Correspondence will be limited to shortlisted candidates only. Only candidate who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security and reference checks and to verify documents and qualifications.