

Whizants

<https://whizants.co.za/job/personal-assistant/>

Personal Assistant

Role purpose

Our Client is looking for a hardworking, competent candidate who seek opportunity for growth, All Entrepreneurs in the business are former senior managers and C-Suite professionals who will provide training and mentorship to such incumbents who could grow from administrative roles into any business portfolios

Minimum Requirements

- Relevant tertiary qualification
- 3 – 4 years' experience in a similar role
- Provide administration and coordination support
- Dairy management, scheduling of meetings, correspondence, and taking minutes
- Strong stakeholder management and interpersonal skills
- Ability to start and complete all activities
- Must have drivers' licence
- MS Office

Competencies

- Organization and time management.
- Written and verbal communication skills
- High work ethic
- Accuracy and attention to detail
- Knowledge of relevant software
- Tact and discretion
- Administrative skills

Rate

R8000 per month

Duration of employment

3 months with possible extension to permanent

Industry

Consulting

Job Location

JHB: preferably Parkwood, Kyalami. and Sandton

Comments

Preference will be given to EE/AA candidates