

POST

PERSONAL ASSISTANT: OFFICE OF THE CFO REF: 280114/12

SALARY:
CENTRE:

R183 438 per annum (Level 7)
Pretoria

REQUIREMENTS:

National Diploma degree in Secretarial/Office Administration or relevant qualification. Three (3) to five (5) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy with advance typing, sound organizational skills, communication skills (written and verbal), problem solving skills, interpersonal relations skills, ability to work under pressure and willingness to work after hours when required, ability to handle confidential information, basic financial management and knowledge of PFMA. Client orientation and customer focus, accountability and ethical conduct.

DUTIES:

Scrutinise all incoming correspondence. Preparation of presentations. Arrange or organize workshops and meeting. Represent the manager at certain meetings and workshops. Manage office queries. Management of the office budget. Manage and supervise office human resources. Manage office procurement. Organise proper filing of documents in the office of the CFO.

ENQUIRIES:

Ms ONV Fundakubi Tel. (012) 336 7219/6898