

VACANCY – MANAGEMENT DEPARTMENT

An opportunity has become available for an **Executive Personal Assistant** reporting to the CEO.
The successful incumbent will be based at Lanseria International Airport.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- Handle all administrative and secretarial activities:
 - Effective diary management and scheduling of appointments / activities
 - Manage travel arrangements and compile all the relevant requirements (e.g. itineraries, applicable documentation etc.)
 - Screen incoming calls, correspondence and respond as independently as possible
 - Coordinate all the components of applicable events, meetings and functions as directed
 - Ensure effective record of meetings by taking minutes at meetings as needed, typing and distributing minutes to the applicable audience (e.g. executive) within specified time frames
 - Support the flow of information within Executive manager's office, ensuring prompt awareness to matters requiring their personal attention
 - Escalate faults and other housekeeping issues with the relevant service provider/s and ensure queries are resolved within the applicable timeframes
 - Order and control offices supplies
 - Accurately escalate client complaints and queries logged through the executive office to the applicable department
 - Develop and maintain an efficient and effective filing system (physical and electronic, as appropriate)
 - Collate, compile and distribute documents (e.g. board and exco packs), ensuring that they meet the applicable standards and within the defined time frames
 - Attend to ad hoc personal matters as directed
- Engage with clients in a client centric manner:
 - Provide relevant advice to clients and stakeholders as required and direct to relevant contact as necessary
 - Build and maintain relationships with clients, internal and external stakeholders
 - Deliver on service level agreements made with clients, internal and external stakeholders in order to ensure that client expectations are managed
 - Make recommendations to improve client service and fair treatment of clients within area of responsibility
 - Participate and contribute to a culture which builds rewarding relationships, facilitates feedback and provides exceptional client service
- Self-management and Teamwork:
 - Maintain confidentiality and discretion at all times
 - Develop and maintain productive and collaborative working relationships with peers and stakeholders
 - Influence and participate in activities that will enable positive change within the organisation
 - Continuously develop own expertise in terms of professional, industry and applicable legislative knowledge
- Contribute to financial controls and planning:
 - Manage administration related to the budget and payments in the executive office (e.g. effective record keeping)
 - Control and check expense claims for authorisation
 - Prepare and check invoices and arrange for payment
 - Identify solutions to enhance cost effectiveness and increase operational efficiency
 - Manage financial and other company resources placed under your control



PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE

- Matric Certificate
- Secretarial or Office Management Qualification
- 3-5 years secretarial experience at executive level

APPLICATIONS

Applications with a covering shortened CV must be submitted to **Careers@lanseria.co.za** by the closing date of 21 December 2021.

Internal and External candidates will be considered. No late applications will be accepted.

Should candidates not be notified of the outcome of their applications within 7 days of closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.