

## VACANCY – MANAGEMENT DEPARTMENT

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

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

#### 1. 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.
- Serve as back-up in the absence of the Switchboard Operator.
- 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 the Executive manager's office, ensuring prompt awareness of 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 time frames.
- 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)
- Collaborate, compile, and distribute documents (e.g. exco packs), ensuring that they meet the applicable standards and within the defined time frames.
- Attending to ad hoc personal matters as directed.

#### 2. Engage with clients in client centric manner:

- Provide relevant advice to clients and stakeholders as required and direct 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 to ensure that client expectations are managed.

- Make recommendations to improve client service and fair treatment of clients within their area of responsibility.
- Participate and contribute to a culture which builds rewarding relationships, facilitates feedback, and provides exceptional client service.

### **3. Self-management and Teamwork:**

- Always maintain confidentiality and discretion.
- 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

### **4. 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 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**

- Grade 12
- National Higher Certificate
- National Diploma in Office Management, Business Administration or Secretarial Qualification will be advantageous.
- 3-5 years secretarial experience at executive level.
- Communication skills
- Planning and organising skills

### **APPLICATIONS**

CV must be submitted to [Careers@lanseria.co.za](mailto:Careers@lanseria.co.za) by the closing date of **02 February 2026**.

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.