

## Temp Group Assistant

Email CV to: [recruitment@tianaconsulting.co.za](mailto:recruitment@tianaconsulting.co.za)

Closing date: 01 August 2024

### Key responsibilities:

#### Office management

- Arrange and coordinate meetings and events as requested;
- Screen phone calls and incoming material/mail and keep the Network Manager updated;
- Ensure and promote a professional, friendly and informed first point of contact between organisation and clients and stakeholders;
- Assist in prioritising tasks and take proactive responsibility for relevant actions;
- Ensure that the office functions properly during frequent and varied absences of Network Manager;
- Take initiative and run errands to address office matters.

#### Administrative

- Take and distribute minutes, prepare agendas and follow up on action items;
- Organise local and international travel arrangements for the Network Manager;
- Prepare presentations, write correspondence, proofread and edit documents;
- Document management: type reports, disseminate and do quality checks;
- Maintain and update the filing system;
- Maintain stationery levels and regulate usage;
- Assist with other project-related activities within organisation as required.

#### Event coordination

- Organise meetings and strategic breakaways including workshops and events;
- Coordinate and schedule staff meetings - gather agenda items and logistics related to offsite meetings including business and social events;
- Assist with co-ordination of client and stakeholder activities.

### Qualifications, skills and experience:

- A National diploma in business administration or equivalent NQF Level 6 qualification, with at least three years' experience as a secretary or Personal Assistance
- A Bachelor's degree or equivalent will be an advantage;
- Proficient in the use of Microsoft office Suite and Open Office;
- Advanced internet search engine skills (Google, internet explorer, etc);
- Ability to work as part of a multi-disciplinary team;
- Ability to always maintain highest level of confidentiality;
- High level of professionalism;
- Excellent organising skills;
- People Skills;
- Ability to multi-task and work towards multiple deadlines;
- Knowledge of government protocol will serve as an advantage;
- Knowledge of social media;
- Basic financial administration;
- All international qualifications require an evaluation report / certificate issued by the South African Qualifications Authority (SAQA).

### Desired Skills:

- Ability to always maintain highest level of confidentiality
- Excellent organising skills
- People Skills
- Knowledge of government protocol will serve as an advantage
- Knowledge of social media
- Basic financial administration
- Office management skill
- Administrative skills
- Event coordination

### Desired Work Experience:

- 2 to 5 years Personal Assistant

### Desired Qualification Level:

- Diploma