

**CALL FOR APPLICATIONS: Executive Assistant and Office Administrator**  
**(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE C3, SALARY R 231 094,09 TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint an **Executive Assistant and Office Administrator** to perform executive/secretarial support functions and administration in the office CEO to enable achievement of operational effectiveness and efficiency.

**Key Accountabilities:**

- Secretarial and administrative assistance which include but are not limited to calendar and meeting management; office reception and screening of calls; ordering of supplies; database updates; filing; typing; etc.
- Administration of documents to be submitted to the CEO for signature: ensure completeness and accuracy
- Coordinating travel & visa arrangements
- Typing and distribution of all management related minutes and/or reports
- Handle all logistical arrangements related to departmental meetings; functions and events
- General office administration & ad hoc admin duties
- Administrative assistance with projects when needed

**Qualification and Experience:** Grade 12 plus secretarial diploma or relevant Post Matric qualification, Minimum 3-5 years secretarial experience in senior managerial office.

To be considered for this position, the following is considered **essential**:

- Exceptional written and oral communication skills.
- Excellent word processing.
- Ability to work under pressure and to tight deadlines.
- Good organisational and time management skills
- Ability to research, digest, analyse and present material clearly and concisely.
- Excellent interpersonal skills.
- Ability to work on your own initiative.
- Honesty and reliability.
- Attention to detail.
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines.
- Discretion and an understanding of confidentiality issues.

Preference will be given to people with disabilities, women and under-represented groups to promote Employment Equity within the group.

The closing date for applications is **30 June 2018, 12h00 midday** and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to [recruitment@constitutionhill.org.za](mailto:recruitment@constitutionhill.org.za)

Constitution Hill reserves the right to make an appointment.