

My Job Search

Remote Person and Executive Assistant

Administrator ,Gauteng, South Africa

Description

****Job Title:** Personal and Executive Assistant**

****Location:** Remote (South Africa)**

****Start Date:** Immediate**

****Contract Length:** Initial 3-month contract with potential for full-time offer**

****Working Days:** 4-day work week with no impact on salary**

****Salary:** R20,000 - R25,000 per month (inclusive of any local legal obligations such as pension)**

****About the Role:****

The SDR Director, with 20 years of professional experience and a key role in a leading HR Tech organization worth \$12 billion, is seeking a Personal and Executive Assistant. This is an all-encompassing role, providing both professional and personal administrative support. This role is a personal hire by the Director and is not an employment position within the organization itself.

****Responsibilities:****

- Coordinate executive communications, including taking calls, responding to emails, and interfacing with clients
- Prepare internal and external documents for team members and industry partners
- Schedule meetings and appointments and manage travel itineraries
- Maintain comprehensive and accurate records, documents, and reports

- Assist with preparation and design of Google Slide presentations
- Conducting research on various topics as required
- Perform minor outbound sales activities when necessary
- Manage and organize personal tasks for the Director's family
- Coordinate travel and accommodation arrangements for both professional and personal trips
- Other personal errands as required

****Requirements:****

- Bachelor's Degree in Business or a related field
- Exceptional proficiency in Google Suite (Docs, Sheets, Slides)
- 1-2 years of experience as a personal and/or executive assistant preferred but not mandatory. Candidates without experience, but with an excellent academic background, are encouraged to apply.
- Previous outbound sales experience is a plus
- Exceptional attention to detail and problem-solving skills
- Strong organizational, project management and time management skills
- Excellent communication skills (verbal and written)
- Demonstrated leadership aspirations
- Strong business acumen and the ability to quickly learn new concepts
- Own laptop and robust WiFi connection
- Creativity and ability to think outside the box
- Ability to handle confidential information with discretion
- Willingness to learn and grow

****Application Process:****

To apply, please email your CV and cover letter to candyweir@gmail.com. This role offers an exciting opportunity to work closely with, and learn from, an experienced leader in the industry. If you're looking to build your career and experience a broad range of responsibilities, apply today.

Advertiser details

Name
Phone

Candy Davey
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Email	candyweir@gmail.com
Address	5 stoney creek circuit,Gauteng, South Africa - 4208

More details

Company Name	Deel
Advertised By	Business
Job Type	Full Time
Language	English
Gender	Female
Drivers Licence	None
Highest Education	Degree
Experience	1+ yrs
Salary	20000
Link	For more information click here