

Admin Assistant

December 2022

Overview of the role:

We are looking to hire an admin assistant, to assist our Exco team. The role will report into the Sales Operations Executive. It is a demanding role, which requires an individual that is a self-starter and driven to succeed.

Competencies:

- Discretion
- Ability to multitask and prioritise effectively
- Mature, calm, and professional at all times
- Accuracy and attention to detail
- Excellent communication skills at all levels
- Excellent people skills.
- Must be computer literate – Microsoft office suite.
- Advanced IT system and process knowledge for all operational processes.
- Strong written and spoken communication skills in English.
- Effective team working, networking skills and ability to work independently using own initiative.
- Good decision-making skills.
- Critical Thinking Skills.
- Be structured and can operate under time sensitive pressures

Roles and Responsibilities:

- Providing administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on behalf of the executive team
- Answering the company phone
- Welcoming visitors
- Booking and Diary management
- Assisting with Visio diagrams
- Managing project boards
- Purchasing and stock management of marketing gifts
- Ordering of company stationary eg. Business Cards, when needed
- Campaign & Event Management administration
- Providing administrative support to the marketing and sales team
- Preparing, formatting, and editing a range of documents
- Manage travel and accommodation process, from bookings to reporting

- Capture and manage receipt, collation, review, and approval of expense claims for exco team
- Arrange, and book all internal events and client meetings including consulting with diaries
- Assist to arrange all board & exco meetings
- Arrange venue & refreshments for meetings
- Take minutes of the meeting and disseminate to all parties.
- Ensure action items are updated before the next board meeting
- Order and procure office refreshments when needed
- Ad hoc duties as requested

Educational / Experience requirements:

- Matric
- Secretarial/Business Admin or relevant qualification
- Minimum 3 years' experience in an administrative role or similar
- MS Excel skills are essential
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other office productivity tools, with the aptitude to learn new software and systems.
- Flexible collaborator willing to do what it takes to get the job done; adaptable and enjoys a challenge.
- Driver license and own transportation

Additional information:

- Type of role: Permanent.
- Location: Illovo, Sandton - Office based
- Salary: to be discussed, in line with skills and experience.

This role represents a fantastic opportunity to join a respected team. If you are interested and meet the selection criteria, please send your CV to Keshnee Reddy-Chetty keshneer@icetech.io