

JOB PROFILE

POSITION INFORMATION

Position Title	Administrative Assistant (Company Secretariat)
Department	CEO's Office
Reports To	Company Secretary
Peromnes Grade	Currently Grade 11
Number of Direct Reports	Nil
Undertake any reasonable duties as requested by Management	

POSITION INFORMATION

Description	The incumbent will support the Company Secretary and Legal and Risk Manager in relation to diary management, typing and other clerical duties. Additionally, the incumbent will also provide general administrative support to the entire Assistant Company Secretary and act as back up to the Administrative Assistant for the CEO and COO.
Minimum Qualifications	<ul style="list-style-type: none"> • Grade 12 plus • National Diploma in Administration or equivalent • Certificate in Computer • A qualification in secretarial and office management or equivalent
Essential Experience	<ul style="list-style-type: none"> • Experience in administration or secretarial work including Dictaphone typing (80wpm) • Experience in a company secretariat environment is desirable • Experience with meeting management • Basic experience travel co-ordination and event management • Proficiency in filing and maintaining filing system and records
Knowledge	<ul style="list-style-type: none"> • MS Office • The use of general office equipment such as proximas, and data shows • Strong document management knowledge • Knowledge of organisational processes and procedures • Minute taking
Skills & Abilities	<ul style="list-style-type: none"> • Problem-solving • Customer service orientation • Interpersonal skills – tact, diplomacy • Initiative • Flexibility • Accountability

	<ul style="list-style-type: none"> • High degree of computer literacy including very good typing skills • Strong organisational, planning & follow up skills • Excellent verbal and written communication skills • Ability to interact and communicate with individuals at all levels of the organisation. • High levels of discretion and sensitivity to confidential information • High business ethics and personal integrity • Well developed interpersonal skills • Poise, tactfulness and diplomacy and able to handle sensitive and confidential situations
<p>Main Areas of Responsibility</p>	<ul style="list-style-type: none"> • Type correspondence, reports, and materials for publications and presentations • Arrange and manage travel and accommodation arrangements for the Company Secretariat as well as for the Board and its Committees • Manage the Company Secretary's diary and Secretariat activities schedule • Prepare and maintain expense report for the Company Secretary • Maintain attendance register for the unit and follow-up and report on unannounced absences • Set up and co-ordinate meetings, training and conferences for unit • Transcribe and distribute meeting agendas and minutes for the unit as well as for Exco • Answer telephones and handle in appropriate manner • Meet and greet clients and visitors, and ensure refreshments are served • Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing documents of the entire Secretariat unit ensure all documents • Photocopy, collate, bind and distribute Board Committee Packs as well as Exco packs • Prepare monthly Board payment schedule for signature by the Company Secretariat and hand to HR • Maintain hard copy and electronic filing system • Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up with relevant units including CEO's Office, i.e. document management • Handle procurement processes for the department including sourcing required resources and obtaining approvals • Assist the Administrative Assistant in the CEO's office as required and answer CEO's Office calls when the Administrative Assistant has gone out

OUTPUTS

KEY OUTCOME	KEY RESULT AREA	KEY PERFORMANCE INDICATORS
ADMINISTRATION	General office administration and clerical support	<ul style="list-style-type: none"> • Manage diaries for the Company Secretary and Assistant Company Secretary as appropriate • Type letters, reports, memoranda, agendas, meeting minutes and produce documents of a professional nature i.e. without spelling/grammatical errors for both the Company Secretary as well as the Assistant Company Secretary. • Bind and photocopy documents as appropriate and complete other clerical and administrative functions as required or as requested • Establish and maintain an effective document management and filing system, and file documents to ensure confidentiality of information as appropriate. • Coordinate with Assistant Company Secretary regarding filing of non-project related contract agreements • Prepare monthly Board Payment Schedule for Company Secretary within salary processing deadlines, and advise HR of any changes with regards to Board and Committee Members • Replenish stationery as appropriate and in conjunction with the Supply Chain Officer
RECEPTION	Reception duties	<ul style="list-style-type: none"> • Perform professional reception services for the Company Secretariat, and receive and direct calls to the relevant extensions ensuring professionalism at all times. • Distribute telephone messages immediately after receipt. • Welcome visitors and inform parties(y) being visited. Serve refreshments as appropriate • Ensure that all mail receipts are signed for and distributed immediately after receipt. Establish in/outgoing mail register and track mail for the department as appropriate • Follow up on all documents distributed for signature and approval

<p>MEETINGS</p>	<p>Meeting management</p>	<p><i>Board & Sub Committee Meetings</i></p> <ul style="list-style-type: none"> • Ensure that Board, Sub-committee, SMT and EXCO packs are collated distributed within defined time frames via courier or other relevant service providers • Undertake full organisation of venues & catering, and ensure that arrangements are made well in advance of required time. Confirm all arrangements prior to meeting time • Order printing, stationery & equipment requirements e.g. recorders as appropriate prior to the meeting • Distribute meeting minutes within time frames as dictated by policy & procedure • File all meeting minutes for easy retrieval and reference <p><i>Exco Meetings</i></p> <ul style="list-style-type: none"> • Prepare the Exco agenda as instructed • Arrange all logistical issues around Exco meetings including setting up the meeting room, arranging for refreshments, presentation material and equipment as required, etc <p><i>SMT Meetings</i></p> <ul style="list-style-type: none"> • Prepare and distribute Quarterly review packs • Arrange all logistical issues around QWL meetings including arranging the venue, catering, equipment and stationery requirements.
<p>TRAVEL MANAGEMENT</p>	<p>Travel arrangements</p>	<ul style="list-style-type: none"> • Work in conjunction with Supply Chain Officer to make all travel arrangements for the Board as well as Company Secretariat (flights, accommodation and car hire) ensuring accurate travel bookings at all times. • Ensure adequate communication of travel arrangements to relevant parties and provide them with appropriate documentation i.e. itineraries, prior to travel