



EXECUTIVE SECRETARY - C BAND

Annual Basic: R 328 135.19 – R 454 955.51 (Plus Benefits)

REFERENCE CODE: EXEC_SEC

Based at ERWAT Head Office (Hartebeestfontein Office Park)

Purpose of the Job: Provide a secretarial and administrative service according to Departmental requirements and organisation standards.

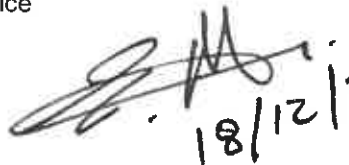
Key Responsibilities: • Provide high quality administrative support to the Executive Manager and the team. • Plan, organise and co-ordinate events, meetings, or other engagements as are reasonably required by the Executive Manager and the team. • Coordinate, consolidate, type and format documents, letters, confidential information, and routine reports for the department. • Maintain the Executive Manager's correspondence/information and recordkeeping system and access record of discussions, instructions, and correspondence. • Manage the departmental stationary/office hardware by ordering, storing, and issuing it according to departmental procedures. • Create and update records and databases with data for the Department.

Key Knowledge and Skills: • Report Writing • Client Orientation and Customer Focused • Computer Literacy of MS Office • Ability to Multi-task • Minute Taking • Attention to Detail • Time Management

Minimum Requirements:

- Grade 12 (Matric) / Secretarial Diploma
- 2 years in a secretary/PA position (Secretarial Diploma)
- 5 years in a secretary/PA position (Grade 12)

Special Requirement: • Advanced MS Office


18/12/2023