

JOB ADVERTISEMENT

Area	Rivonia
Job title	Office Manager and PA to Country President and CFO
Mission	<p>To provide support to the Country President, CFO and ExCom. This will include but is not limited to preparing and maintaining agendas and minutes for monthly ExCom meetings, electronic records and paper files, and other tasks as assigned. Executive support of the Country President and CFO including any relevant tasks.</p> <p>Responsibilities are but not limited to:</p> <ul style="list-style-type: none"> • Effective interface with management and staff. • Compiling of accurate, professional, and clear correspondence (letters, memo's etc.). • Compiling of high-quality presentations and documentation as requested (PowerPoint, Word) whilst ensuring that all messaging aligns with key business strategies. • Taking meeting minutes, drafting agendas, and compiling meeting packs as required. • Screening of calls as necessary. • Diary management for Country President and CFO as needed. • Managing the full insurance claim process for sites and company insured vehicles- full claims administration. • Efficient fleet and Petrol Card management. • Booking of meetings/lunches/dinners at appropriate venues along with any necessary catering. • Cost-effective travel bookings- domestic and international (includes, flights, cars, and accommodation). • Compiling and editing of newsletters as required including content creation. • Arranging of any events for the company (conferences, yearends, farewells, workshops etc.)- full event process. • Meticulous management of head office petty cash. • Administration of the Employee Empowerment Trust and administrative assistance with annual B-BBEE audit. • Issuing of purchase orders and compiling of monthly cheque requisitions as necessary along with good communication with the finance department. • Oversee receptionist and general office cleaner. • Ordering of any necessary stationery as required. • Updating of the website with any new information, content or updates and post job vacancies as necessary in collaboration with HR department. • Managing Sodexo online adverts and business profile (on Google).

Candidate Profile

- Organising any internal and external gifts as necessary (farewell, condolence, get well etc.).
- Accurate document and contract management as required.
- Any ad-hoc projects or activities as directed by management at their discretion.

- Certificate or Diploma in Secretariat or Office Admin
- Proficiency in MS Word, MS Excel, and MS Outlook a must
- Knowledge of operating standard office equipment
- Excellent communication skills – written and verbal.
- Ability to prioritize projects and strong problem-solving skills.
- Good research skills and attention to detail
- Ability to juggle multiple projects with superb accuracy.
- Strong administrative skills
- Exceptional customer service skills, over the phone and in person, with our customers and internal departments
- Strong sense of urgency

Reports to
Location
Contact/Tel
Closing date

The Country President and CFO
Rivonia
(011) 803 6600
02 April 2024

All the applications should be forwarded to charlotte.makhubela@sodexo.com