

**POSITION: EXECUTIVE PERSONAL ASSISTANT TO THE ACCREDITATION EXECUTIVE**  
**SALARY: COMPETITIVE AND MARKET RELATED PACKAGE**

SANAS seeks to employ an experienced Executive Personal Assistant with strong operational background to join this rapidly growing organisation. The main responsibilities of the successful candidate will be to provide high quality executive personal assistance and administrative support service to the Accreditation Executive and to manage and organise the Office of the Accreditation Executive, including the following:

**PROVIDE PERSONAL ASSISTANCE/SUPPORT TO THE ACCREDITATION EXECUTIVE**

- Manage diary and schedule meetings accordingly,
- Answer calls and liaising with internal and external clients competently and proactively forward calls to relevant personnel when applicable,
- Attend meetings as assigned by the Accreditation Executive and taking minutes,
- Respond to or appropriately assign urgent requests,
- Ensures operational efficiencies of the Executive's office including equipment and filing
- Manage all logistics with regards to meetings and workshops,
- Prepare agendas, programmes, identify, anticipate and prepare information requirements for meetings, appointments, presentations etc. and follow up on outstanding reports, and correspondence,
- Manage completion of Action Plans from EXCO Meetings and ensure action items are followed up on and diarized,
- Manage and co-ordinate all travelling arrangements (national and international) for the Accreditation Executives, which includes quality control and assistance with planning the itinerary effectively and efficiently,
- Assist in the organizing of Company events originating from the Office of the Accreditation Executive,
- Project administration of various project that reside in the Accreditation Executive's Office,
- Attend to procurement for the office of the Accreditation Executive.

Remains up to date with applicable prescripts / policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Accreditation Executive. Research articles and newspapers, as requested by/from the Accreditation Executive, provide factual input and statistics to relevant presentations and papers of the Accreditation Executive.

**COMPULSORY REQUIREMENTS**

Diploma or Certificate in PA/ Secretary or Office Administration and a minimum of 3 years personal assistance/administrative support working experience. Minimum of 3 years working experience with Senior or Executive Management. A valid driver's license will be an added advantage.

**COMPETENCIES/KNOWLEDGE**

- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
- Intermediate / advanced skills in Word, Excel and PowerPoint, Email and Internet software packages and accurate typing.
- Knowledge of Office and Project administration.
- Basic knowledge/foundation on accreditation
- Well-rounded interpersonal skill set.
- Build and maintain sound relationships with internal and external stakeholders.
- Good communication and presentation skills
- Ability to prioritise administrative duties, organise and prioritise/manage work for self and Accreditation Executive in an environment with multiple and conflicting demands
- Ability to operate independently and work as part of a team, as work requires.
- Professionalism and good attention to detail.
- Stress tolerance/management
- Must be aligned to SANAS values

*Interested, suitably qualified candidates who believe to have what it takes are encouraged to email their CV's - maximum 3 Pages, certified copies of qualifications as well as certified copy of their ID and motivational letter to [lesedia@sanas.co.za](mailto:lesedia@sanas.co.za)*

*People with disabilities are eligible to apply.*

*PLEASE NOTE THE FOLLOWING: That correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month, please accept that your application was unsuccessful. That recruiters may delete or expire jobs at any time*