

## Senior Executive Personal Assistant - Stellenbosch

The Director of established companies and entities requires a seasoned Senior Executive Personal Assistant. The main purpose of the position is to assist the director with all his various business and personal responsibilities.

### Duties:

- \* liaising with various stakeholders, clients, suppliers and staff on behalf of the director.
- \* dealing with all communication, including producing of reports, letters and presentations.
- \* responsible for preparation of account payments, and reconciliation
- \* dealing with all arrangements with regards to events, meetings, travel and appointments.
- \* taking dictation and minutes
- \* carrying out specific projects and research, and present findings.
- \* organising and maintain his diary and scheduling appointments
- \* liaising with clients, suppliers and other staff
- \* devising and maintaining an organised office system

### Requirements:

- \*Minimum: Matric coupled with minimum 5 years proven experience at a senior executive PA level. A post matric formal qualification as PA, or B Comm /B A degree would be an added advantage.
- \*Highly proficient in Computer packages (including Excell) and application.
- \*Financial knowledge coupled with strong numerical and analytical capabilities.
- \*Property sales related administration experience will be an added advantage.
- \*Strong verbal and written English and Afrikaans communication skills.
- \*Able to take initiative and work independently.
- \*Organised and detail orientated.
- \*Live in close vicinity to Stellenbosch.

Apply, only if you meet **ALL** the requirements, by sending your CV, **together with your salary expectation**, to [hr@remey.co.za](mailto:hr@remey.co.za) If you have not heard from us within two weeks of applying, please consider your application to be unsuccessful.