

**JOB SPECIFICATION**

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| **JOB INFORMATION**  **Job Title**: Executive Secretary  **Post Code:** C-ES 01  **Department**: Officer of the CEO  **Normal Hours of work:** As Business dictates  **Normal place of work**: Parktown, Johannesburg | **Job Classification:** Managerial  **Reporting to**: Chief Executive Officer  **Job Grade:**  **Last Review:** |
| **PRIMARY OBJECTIVE(S) OF THE JOB**  Provide secretarial support to the office of the Chief Executive Officer, to provide logistical support, office management, meeting and event coordination to the office of the CEO. Ensuring the installation of appropriate systems and tools for the records management to the Executive and the Board | |
| **POSITION VALUES**  This position performs many high-level clerical and administrative tasks, including managing information technology, creating presentations or proposals and taking responsibility for confidential company documents. The typical function includes managing complex schedule for the CEO. That includes booking meetings, conference calls and travel itinerary. | |
| **KEY DUTIES AND RESPONSIBILITIES**.  **Office Management**   1. Develop and maintain a well-functioning filing, records and reference system of the office of the CEO 2. Develop and maintain contacts database 3. Provide and manage secretarial services of the office of the CEO 4. Provide logistical support for meeting, workshops and travelling itinerary and other documentation for the CEO 5. Develop and maintain records, knowledge and archival system for the office of the CEO in line with the National Archives Act 6. Take meeting minutes, write reports, prepare correspondence and prioritize items that need attention of the CEO 7. Administer input and retrieval of information of the office of the CEO 8. Receive guests of the office of the CEO 9. Manage logistics of the guests of the CEO   **Special Projects**   1. Coordinate the management of the strategy implementation plan in the office of the CEO 2. Coordinate special projects for the office of the CEO 3. Assist with the management of special project management systems that relate to the office of the CEO   **Service Level Agreements**   1. Maintain office support for service provider data base for the office of the CEO 2. Assist and maintain service level agreements for service providers of the office of the CEO   **Board Management**   1. Assist the CEO to coordinate Board and Committee meetings and/schedules 2. Assist the CEO to type reports to the Board and Committee meetings | |
| **PLANNING AND DEVELOPMENT**  Manage the diary of the CEO | |
| **HUMAN RELATIONS**  Team-player – colleague interrelations  Good interpersonal skills | |
| **CUSTOMER RELATIONS**  **Internal** – All staff | **External** –All visitors, Service providers/vendors |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE**  Organizing, Communications and interpersonal skills | |
| **QUALIFICATIONS AND EXPERIENCE**  Grade 12  Secretarial Diploma  Minimum of (3-4 years) relevant experience as Executive Secretary | |
| **SKILLS AND COMPETENCIES**  Secretarial skills  Interpersonal skills  Organizing skills  Advance Computer skills  Report writing skills  Communication skills | |
| **SPECIAL REQUIREMENTS**  Ability to coordinate and organize the diary of the CEO  Abreast of industry trends  Business acumen | |

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| **Reviewed By:** |  | **Date:** |
| **Approved By:** |  | **Date:** |
| **Last Updated By:** |  | **Date:** |