

Executive Assistant: Finance

Ref: GEMS0136



The position of **Executive Assistant** is vacant. The **Executive Assistant** will report directly to the **Chief Financial Officer** part of the Finance division. The position is based at Head Office.

The total remuneration package for this position is R221 488.00 per annum (cost to company) negotiable based on qualifications and experience.

The **Executive Assistant** will be required to provide support to the Chief Financial Officer through the implementation of the following **Key Performance Areas (KPA)s**:

- Diary management for conferences, meetings and events.
- Attend to logistics of meetings in respect of venues, catering, equipment, procurement, etc.
- Manage the Chief Financial Officer travel arrangements in line with the Scheme travel policy at least 7 days before meetings.
- Prepare meeting packs as required.
- File all documents and correspondence in a well-organised filing system (divisional and Chief).
- Administer the Chief Financial Officer's miscellaneous expenses.
- Maintain divisional contacts and update within 48 hours of receipt.
- Provide administrative support.
- Provide telecommunication support and services by attending to incoming and outgoing calls.
- To compose and type all relevant correspondence.

Qualification, skills and competencies requirements are:

- A minimum of 2-year qualification in Administration or Secretarial Studies.
- A diploma will be an added advantage.
- 3 - 5 years personal assistance at management and executive level.
- Be organised and have good time management skills.
- Have excellent written and verbal communication and interpersonal skills.
- Have the ability to work well as part of a team.
- Be computer literate on advanced levels.
- Be responsible and reliable.
- Have a diligent work ethic with attention to detail.
- Self-motivated and proactive.
- Have resilient pressure management abilities.
- Understanding of medical schemes industry will be an added advantage.
- Good knowledge of Office Administration.

Should you be interested, please apply by emailing your Word format CV to administration@dalitso.co.za.

The closing date for applications is 08 December 2017. Should you not hear from us by 31 January 2018, please consider your application unsuccessful.

GEMS employs people with the highest level of integrity – submission to the appropriate pre-employment assessment is obligatory to be considered for the position.