



VACANCY

Executive Assistant

Remuneration will be aligned to the company remuneration policy

12 MONTH CONTRACT

Reporting to: Chief Executive Officer

Purpose: Manages various aspects of work in the Office of the CEO and provides professional administrative support.

Main Duties:

- Administering all correspondence, documents and reports
- Managing the diary and public interface of the CEO
- Plans and executes social functions as required by the CEO
- Liaising with clients (internal and external) as required by the CEO
- Assisting to coordinate certain Public Relations functions as required by the CEO
- Ensures that a database of key stakeholders is created and maintained
- Ensures that key stakeholders are advised of any matters requiring urgent attention
- Responsible for projects / events management as required by the CEO
- Analyses business performance and related statistics for inclusion in consolidated reports
- Researches, compiles and formats information into spreadsheets
- Responds to executive requests for documentation and information relating to analysis and reporting
- Ensures that information systems are in place to access/record new information
- Attends strategic / stakeholder meetings on behalf of CEO
- Analyses and assist the Executive in managing priorities

Educational Requirements

- Matric (Grade 12)
- Relevant Tertiary qualification
- A minimum of 5 years relevant experience
- The successful candidate would be computer literate especially in MS Word, Excel and PowerPoint

Further Requirements

- The candidate will possess exceptional communication skills with the correct writing style for various situations
- The ideal candidate is a conceptual and analytical thinker who can take the initiative in building partnerships
- Be prepared to work flexible hours
- Candidate must be articulate in two or three of the Western Cape's predominant languages (i.e. English, Afrikaans, IsiXhosa) with English being the required language

Interested applicants may forward their Curriculum Vitae and a covering letter to Zandile Mbizela in the Human Resources Department by E-mail: Hradmin@artscape.co.za, Post: Artscape, PO Box 4107, Cape Town, 8000.

Closing date: 15 March 2024

Artscape supports the principles of Affirmative Action and the provisions of the Employment Equity Act. If you have not heard from us within four weeks of the closing date, please consider your application unsuccessful.