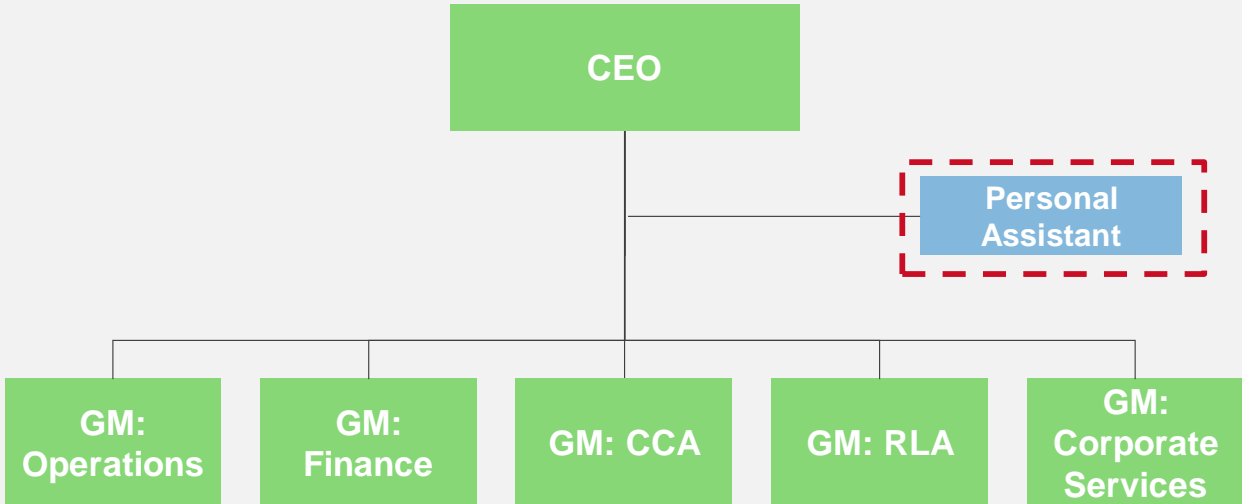


Personal Assistant

Job Profile	
Job title:	<ul style="list-style-type: none"> - Personal Assistant - Patterson Grading:C1
Location:	<ul style="list-style-type: none"> - Sandton, South Africa
Job summary and objectives	
Functional area	
<ul style="list-style-type: none"> - N/A 	
Job purpose	
<ul style="list-style-type: none"> - To carry out administrative work on behalf of the CEO and 3 General Managers. - To act as the first point of contact of the CEO, and coordinate communications accordingly - To manage the calendar and schedule of the CEO, providing reminders of important dates - To attend to all administrative needs of the CEO (e.g. travel needs, collating and filing work related expenses etc.) - To organise and coordinate work-related events and conferences on behalf of the CEO - To attend to ad-hoc work-related requests as given by the CEO 	
Long-term objectives	
<ul style="list-style-type: none"> - Free the CEO's time from organising and administrative tasks - Maximize CEO's time for strategic tasks - Build a trustful working relationship with the CEO 	
Short-term objectives	
<ul style="list-style-type: none"> - Address the administrative needs of the CEO as they arise - Act as the first point of contact of the CEO, and coordinate communications accordingly - Manage the calendar and schedule of the CEO, providing the appropriate communications to the relevant parties 	
Responsibilities	
Key Responsibilities	
Personal Assistance	
<ul style="list-style-type: none"> - Act as first point of contact of the CEO, and coordinate communications accordingly - Manage the calendar and schedule of the CEO, providing appropriate reminders of important dates - Book and arrange travel, transport and accommodation for the work-related travel needs of the CEO - Plan and organise work-related events and conferences under instruction from the CEO - Compiling and preparing reports, presentations and correspondence for meetings of the CEO - Establish and manage a filing systems for important documents pertaining to the CEO - Collate and file work-related expenses of the CEO - Attend to all other administrative needs of the CEO 	
Financial responsibilities	
Financial responsibilities	Work location and travel
<ul style="list-style-type: none"> - N/A 	<ul style="list-style-type: none"> - ROMPCO office

Key performance indicators	
Finance - N/A Operations/HSE - % of travel bookings routed through the ROMPCO-approved travel agency - Average time taken to respond to CEO request - % of work-related expenses filed within the stipulated expense reimbursement time period	People - 360 feedback rating - # of formal complaints received from CEO Customers - N/A
Interfaces	
Organisational Structure	
 <pre> graph TD CEO[CEO] --- PA[Personal Assistant] CEO --- GM_Ops[GM: Operations] CEO --- GM_Fin[GM: Finance] CEO --- GM_CCA[GM: CCA] CEO --- GM_RLA[GM: RLA] CEO --- GM_CS[GM: Corporate Services] </pre>	
Reporting relationships	
Reports to	
- CEO	
Key business contracts	
Key internal and external contacts	Reason for frequency of communication
Internal: - ROMPCO CEO - ROMPCO employees requiring correspondence with CEO -	Internal: - Confirmation and booking of travel (as needed) - Provision of reminders to the CEO (as needed) - Provision of updates on tasks assigned by the CEO (as needed) - Routing of requests for direct communication with the CEO (as needed) - agreements for facility service providers (annually) -

External <ul style="list-style-type: none"> - External parties requiring correspondence with CEO - 	External: <ul style="list-style-type: none"> - Routing of requests for direct communication with the CEO (as needed)
Qualifications	
Education and training	
Minimum qualifications	
<ul style="list-style-type: none"> - Matric or equivalent qualification - Secretarial- Executive Secretarial Diploma 	
Experience	
Minimum experience	
<ul style="list-style-type: none"> - 3-5+ years relevant work experience in a personal assistance or clerical role - 1-2 years executive team support. - Proven administrative or assistant experience - Knowledge of personal assistance requirements, responsibilities and procedures - Excellent time management skills and ability to multi-task and prioritise work - Demonstrated ability to coordinate and liaise with senior stakeholders/employees - Computer literacy and basic working knowledge of MS Office suite - Attention to detail and problem solving skills 	
Competencies	
Competencies/Skills	
Leadership and behavioural competencies	Proficiency level (basic intermediate, advanced, expert)
- Planning and Organisation	- Expert
- Communication	- Advanced
- Problem solving	- Advanced
- Decision making	- Advanced
- Time management	- Advanced
- Attention to detail	- Advanced
- Prioritisation	- Advanced
Competencies/Skills	
Leadership and behavioural competencies	Proficiency level (basic intermediate, advanced, expert)
- Microsoft Office	- Basic
- Data management	- Basic

Disclaimer: Rompco reserves the right to appoint suitable and competent candidates
 Rompco is an equal opportunity employer

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Closing date: 11 January 2021