



POSITION – EXECUTIVE ASSISTANT

Job Title:	Executive Assistant – Netball World Cup 2023
Reporting to:	Tournament Director
Primary Location:	Cape Town
Contract Type:	Fixed Term Contract from 01 April 2022 to 31 September 2023
Start Date:	01 April 2022
Gross Package:	market related

JOB DESCRIPTION

The candidate will perform extensive administrative tasks in support of the executive members in their preparation for the Netball World Cup.

The candidate must be organized with excellent time management skills and the ability to successfully complete assigned tasks without supervision or management.

RESPONSIBILITIES:

- Act as the point of contact between executives, employees, clients and other external partners;
- Manage executives' calendars, inclusive of scheduling of all their meetings;
- Book and confirm all travel and accommodation arrangements;
- Assist in the preparation of the weekly, monthly or quarterly expense reports;
- Oversee the performance of other clerical staff;
- Performing secretarial tasks for the executive members such as drawing up emails and presentations and formatting their documentation;
- Recording of all meetings and delivering the minutes thereof to all executive members;
- Screen and direct phone calls and quickly distribute correspondence;
- Perform any and all lawful instructions by executives to assist in the performance of their job functions.

SKILLS, QUALIFICATIONS AND GENERAL REQUIREMENTS:

- Work experience as an Executive Assistant, Personal Assistant or similar role;
- Excellent MS Office abilities;





- Outstanding organisational and time management skills;
- Familiarity with office equipment and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills;
- Discretion and confidentiality;
- PA diploma or relevant certification.

