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PERSONAL ASSISTANT

JOB DESCRIPTION SUMMARY

The Personal Assistant will perform secretarial work and provide the Institute Director with day-to-day administrative support.

JOB DETAILS

Location: Windhoek

Position Type: Full time

Supervisor: Institute Director

DUTIES & RESPONSIBILITIES

- ✓ Reading, monitoring and responding to emails
- ✓ Answering calls and liaising with clients
- ✓ Preliminary drafting of correspondence
- ✓ Dealing with secretarial and administrative tasks.
- ✓ Typing documents whenever required
- ✓ Attending meetings on your manager's behalf
- ✓ Taking minutes during meetings
- ✓ Preparing the agenda meetings
- ✓ Reminding your boss about important tasks and deadlines
- ✓ Marketing your portfolio services
- ✓ Assist with planning and organizing events
- ✓ Drafting communications on your boss's behalf,

- ✓ Preparing presentations,
 - ✓ Managing and reviewing filing and office systems
 - ✓ Sourcing and ordering stationery and office equipment when required
 - ✓ Managing ad hoc projects
 - ✓ Organizing and maintaining diaries and making appointments
 - ✓ Attending to social media responses
 - ✓ Liaising with clients, suppliers and other staff.
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Strong communication skills (oral & written) and the ability to work effectively with a diverse community.
 - ✓ Ability to analyze and solve problems and to make evaluative judgements.
 - ✓ Good Time management skills
 - ✓ Ability to work under pressure
 - ✓ Strong interpersonal, presentation, organizational, and computer skills
 - ✓ Strong work ethic, integrity, and a positive attitude
 - ✓ Ability to work a flexible schedule, including weekends as required
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MINIMUM REQUIRED QUALIFICATIONS

- ✓ Bachelor's Degree or equivalent professional experience
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APPLICATION

To apply, please e-mail the below documents in a single pdf file to **Ms. Maria Penondadi** at info@globalinsti.com

- A 1 – 2-page statement of interest specifying the relevance of your experience to the Institution
- Curriculum Vitae (CV)
- Names and complete contact information for three references.

Global Edge Training Institute is a welcoming and vibrant community committed to supporting a diverse workforce, and actively seeks applications from women, minorities and other persons from traditionally underrepresented groups. Global Edge Training

Institute is an equal opportunity provider and employer. The Institute reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.