

# ADVERTISEMENT

## SECRETARY

A vacancy exists in the Pretoria office for a Secretary in the Buildings & Structures Sector to commence duties as soon as possible.

### MAIN RESPONSIBILITIES

The successful candidate will be required to provide full secretarial services to the Business Unit, Structures.

### MINIMUM QUALIFICATIONS

- Matric plus Professional PA or Secretarial qualification is essential
- Proven track record as a Senior Secretary with a minimum of 8 years relevant experience at this level
- Advanced level MS Word and Excel, and intermediate Power Point and Outlook
- Document control
- Minimum typing speed of 55wpm
- Good administrative skills
- Excellent communication skills in English – both written and verbal
- Able to take and type minutes of meetings
- Arrange and attend meetings, conference planning, etc.
- Handling of confidential correspondence and information
- Diary management
- Preparation of submissions and proposals

### BEHAVIOURAL COMPETENCIES

- Team player-energetic, innovative, cooperative
- Able to work on own initiative, without supervision
- Able to work under pressure –many competing demands
- Be well organized, able to plan, prioritise & co-ordinate
- Good interpersonal skills

Written applications supported by a CV should be submitted to:

***Leshna Naicker***

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