

Internal/External Vacancy Advert
Date of advertisement: 15 September 2021

Overview:

Our vision is to be the best and most successful distributor in our region. We strive towards this goal by being the most valued channel for our partners and by contributing to the growth and profitability of our shareholders, staff, vendors, channel partners and their customers.

Axiz is an equal opportunity employer and this position will be filled in accordance with our current Employment Equity practices.

Job Specification:

Position:	Executive PA	Location:	Gauteng
Company:	Axiz (Pty) Ltd	Department:	Executive
Employment Type:	Permanent	Reporting to:	CEO

Purpose of the position:

To offer full administrative support to the CEO and other designated executives reporting to him

Key Responsibilities:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Managing the diary of the CEO and other executives; • Constant screening of the CEO's email mailbox, clearing spam and identifying important emails to which the CEO then needs to be alerted; • Taking minutes at various meetings including Axiz Board, EXCO and MANCO meetings; • Filing all signed minutes electronically and/or physically to ensure that this is up to date for compliance purposes and submitting these to Group as and when required; • Developing and updating action lists after each meeting; • Following up on actions with people assigned on behalf of CEO • Receiving of the CEO's visitors, acting as first point of contact for the CEO's visitors to the CEO's office; • Taking calls and messages on behalf of the CEO and providing the CEO with these for call backs as well as directing calls to other relevant managers where possible; • Working with the CEO, travel agency and internal travel person with regards to CEO's national and international travel, making direct bookings and changes where necessary; • Scheduling of various meetings with internal and external parties; | <ul style="list-style-type: none"> • Arranging catering where applicable for meetings and strategy sessions with internal caterers and attending to all relevant dietary requirements of the EXCO team; • Liaising with IT on all Boardroom and meeting requirements for the CEO and the EXCO team as well as the CEO's own IT matters; • Collecting, capturing on Microsoft Excel, forecast data from the EXCO team weekly and sending to the CEO; • Collecting, and consolidating monthly Board meeting information on PowerPoint from the various teams and submitting a consolidated presentation to the CEO in a timely matter to review for the monthly Board meeting; • Any ad-hoc duties pertaining to preparing or reviewing reports with and on behalf of the CEO for his review; • Manage office supplies for the CEO's office such as coffee, tea, stationary etc.; • Generally ensuring that the hygiene requirements of CEO's office are met and attending to any visitor requirements such as catering, WiFi access etc. |
|---|--|

Job Requirements:	
Education and Experience:	<ul style="list-style-type: none"> • Formal qualification as an executive assistant or on Microsoft Office systems • Tertiary qualification preferred • Minimum 5 – 10 years’ experience as Personal Assistant, or similar role • Highly computer literate, Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) • Knowledge of standard software packages and the ability to learn company-specific software where required • Business language proficiency • Good typing skills, proficiency in grammar, spelling and writing
Technical Competencies:	<ul style="list-style-type: none"> • Excellent organizational, planning and multi-tasking skills • Customer service skills • Strong communication skills • Good oral and written communication skills • Problem analysis and solving skills • Ability to be proactive and take initiative • Time management skills
Behavioural Competencies:	<ul style="list-style-type: none"> • Well organized with an understanding of priorities and changing demands • Calm character • Fluency in English – spoken and written • Maintain high levels of professionalism • Dedicated • Discretion, trustworthiness and strictest adherence to confidentiality • Flexibility and adaptability • Tact and diplomacy • Excellent attention to Detail, with ability to maintain a high level of accuracy
Application Process:	
Contact Person: The Recruitment Team	Telephone Number: 011 237 7000
E-mail address: careers@axiz.com	Closing Date: 22 September 2021
<p>The company is under no obligation to fill this position and should you not have had any feedback within 2 weeks after the closing date, you may consider your application unsuccessful.</p>	