

**POSITION NUMBER** : 60066583  
**JOB TITLE AND LEVEL** : EXECUTIVE ASSISTANT, C2  
**REPORTS TO** : CHIEF OPERATING OFFICER AND CHIEF COMMERCIAL OFFICER  
**LOCATION** : HEAD OFFICE – PRETORIA  
**POSITION STATUS** : PERMANENT

### Purpose of the Job

The executive assistant for COO and CCO will be responsible for providing comprehensive administrative support to the two executives. This role involves managing schedules, coordinating meetings and travel arrangements, handling correspondence, preparing reports, presentations and other documents as required, compiling minutes and performing various administrative tasks to ensure the smooth operation of the executive's office.

### Job Responsibilities

- **Calendar Management:** Maintain and organize executive calendars, scheduling meetings, appointments, and conference calls efficiently.
- **Travel Coordination:** Arrange travel itineraries, including flights, accommodations, and ground transportation for business trips, ensuring cost-effectiveness and adherence to travel policies.
- **Communication Management:** Manage incoming and outgoing communications, including emails, phone calls, and mail, prioritizing and responding to inquiries as appropriate. Handling confidential information with discretion and professionalism.
- **Meeting Coordination:** Coordinate and prepare materials for meetings, including agendas, presentations, and minutes. Attend meetings as needed, recording action items and following up on tasks.
- **Administrative Support:** Provide general administrative support, including drafting correspondence, preparing reports, maintaining filing systems, and handling expense reports.
- **Information Management:** Organize and maintain electronic and paper files, databases, and records, ensuring accuracy, confidentiality, and accessibility.
- **Project Assistance:** Assist with special projects and initiatives as assigned, conducting research, compiling data, and preparing reports or presentations as required.
- **Relationship Management:** Build and maintain positive relationships with internal and external stakeholders, including clients, partners, and vendors, acting as a liaison on behalf of the executive.
- **Confidentiality:** Handle sensitive information and confidential matters with discretion and integrity, maintaining confidentiality at all times
- **Stakeholder Management:** Act as a liaison between the executive/s and internal/external stakeholders
- Ad Hoc tasks: Handle ad-hoc tasks as assigned.

### Qualifications, Knowledge and Experience

#### Qualification:

- A National Diploma or Bachelor's degree in Office Administration or related

#### Experience:

- + 5 years' proven experience in a similar role providing support at an executive level in a bank
- Office management experience and proven success in office administration
- Proficient in Microsoft Office Suite and other relevant software and tools.
- Computer literacy at an advanced level
- Minutes taking and reports consolidation.
- Ability to prioritize tasks and meet deadlines.

#### Knowledge and understanding of:

- Office management
- Project management

- Technology and proficiency - Familiarity with email scheduling tools, like Email Scheduler
- Discretion and confidentiality
- Understanding of business environment

## Skills and attributes

- Time management skills, Project management skills, Coordination and Office management skills, Ability to multi-task and prioritize work, Attention to detail and problem solving skills, Written and verbal communication skills, Organizational and planning skills, Negotiation and relationship-building skills, Facilitation skills, Business acumen, Ability to work in a team, Computer literacy – Microsoft Office package (MS Word, Excel, Power Point, and Outlook), Report writing skills, Minutes taking, Advanced typing skills, Excellent client focus, Ability to meet deadlines, Able to use own initiative
- Decision making, Process management, Flexibility, Collaborative, Professionalism, Efficiency, Confidentiality, Professional appearance, Following through instructions effectively, Effective Telephone etiquette, High ethical standards, Enthusiastic, Self-starter, Corporate culture focused, Integrity, Honesty, Positive attitude, Matured

## How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentZM@Postbank.co.za](mailto:RecruitmentZM@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

## Closing Date

**02 June 2025**

## Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.