



Ndlovu Care Group is a South African NGO based in the rural environment of Elandsdoorn, Limpopo Province which provides comprehensive integrated Health, Child Care & Community Development and Medical Research services as part of a large-scale development program

Visit our website www.ndlovucaregroup.com

Ndlovu Care Group is currently looking for motivated candidates for Ndlovu Medical Trust in Groblersdal, Limpopo:

Executive Secretary

Job Purpose:

An executive secretary is responsible for organizing all activities of a top executive. Taking responsibility for ensuring that the executive is able to make all meeting and events. While providing high-level administrative support and assistance to the ExCo and assist others leadership staff as and when necessary.

Responsibilities:

- Performs clerical and administrative tasks including drafting letters, memos, arranging invoices, reports, and other documents for ExCo.
- Arranges travel and accommodations for executives and management, and donors/special visitors.
- Facilitates meeting with external donors and stakeholders.
- Organizes and maintains the executive's schedule and assist them by performing a variety of administrative tasks
- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attends meetings and keep minutes.
- Receives and screens phone calls and redirect them when appropriate
- Handles and prioritizes all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Maintains electronic and paper records ensuring information is organized and easily accessible
- Creates and organizes information, and generates reference tools for easy use
- Handles confidential documents ensuring they remain secure

- Monitors office supplies and negotiates terms with suppliers to ensure the most cost-effective orders
- Conducts research and prepare presentations or reports as may be assigned
- Compiles, proofreads and revises drafts of documents and reports.

Qualifications Requirements:

- Degree in business administration or related field. Post graduate qualification within the field will serve as an advantage
- A related national Diploma with more than 5 years' experience in a similar position will be considered

Job Related Experience and knowledge:

- Minimum 3-5 years' experience as executive secretary or similar administrative role.
- In depth knowledge of office management and basic accounting procedures as well as technical vocabulary for the industry
- Proficient in Microsoft Office, and business communication software will be an advantage
- Excellent organizational and time-management skills
- Outstanding communication and negotiation abilities
- Strong knowledge of databases and tracking systems.

Skills and Attributes:

- Fantastic organizational skills and detail-oriented.
- Ability to work under pressure and meet deadlines.
- Brilliant written and verbal communication skills.
- Methodical thinker with detailed research proficiencies
- Integrity and confidentiality
- Excellence in taking of minute skills
- Honest and reliable
- Loyal and hardworking
- Initiative

Candidates should submit their application and detailed CV to Pertunia Baloyi, at fax number 013 262 3498 or by e-mail to recruitment@ndlovu.com, *with the job title in the subject line.*

Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful. Please use the job title as your reference on your application

Closing date: 04 February 2022