



REGISTERED TRADE UNION REG NO. LR 2/6/2/1499
AFFILIATED TO FEDUSA

Head Office:
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13 January 2023

Dear All,

Please distribute this vacancy to all interested and qualifying individuals

VACANCY: Personal Assistant – Corporate Services

CENTRE: Head Office – Florida

SALARY GROUP: Market Related

DUTIES AND RESPONSIBILITIES

Secretarial and administrative support duties for the office of the Chief Corporate Officer (CCO);

- Managing the effective functioning of the office by maintaining processes and procedures to ensure that the day to day running of the office is effective and efficient.
- Compilation and timeous submission of reports, documents, letters, memorandums and presentations with a high level of accuracy.
- Diary management, meeting bookings and arrangements.
- Filing, document referencing and coordination in an up to date manner.
- Build and maintain strong trust relationships with colleagues and external stakeholders.
- Dedicated Corporate Services responsibilities.

EDUCATION AND EXPERIENCE

- Grade 12;
- Relevant Post Grade 12 qualifications will be advantageous;
- Practical working experience as an assistant to Senior Management;
- Excellent Computer literacy (MS Office Suite and e-mail);

SKILLS

- Excellent verbal and communication skills;
- Strong interpersonal skills;
- Pro-active approach to problem solving;
- Excellent time-management and organising skills

QUALITIES

- Integrity;
- Ethical;
- Reliable;
- Tactful;
- Assertive;
- Honest;
- Trustworthy

UASA – The Union is an equal opportunity employer subject to the provisions of the Employment Equity Act.

Applicants must please submit a letter of application as well as an up-to-date CV, indicating the position they are interested in, to Mrs. Theresa Roux, Chief Administrator Payroll & HR either by fax at 086 565 7680 or by e-mail at cv@uasa.org.za before the closing date. If you are not contacted within two weeks after the closing date, please consider your application as unsuccessful.

CLOSING DATE FOR APPLICATIONS 31 JANUARY 2023 CLOSE OF BUSINESS