

## **Position : Personal Assistant to the CFO Paterson Grade: C-Lower**

### **Requirements:**

- The candidate must have a three (3) year National Diploma in Office Administration, and/or any relevant equivalent qualification, with a minimum of five (5) years' experience as an Office Administrator and/or Personal Assistant within a finance environment.

### **Duties:**

- General office administration which includes the effective coordination of events and projects in the department as well as making travelling arrangements.
- Internal and external communication.
- Personal Assistant duties which includes but not limited to diary management and ensuring the correct distribution of general correspondence.
- Provision of effective customer relations.
- Provision of professional support to the CFO.
- Ensuring effective running of the CFO's office.
- Assisting with ad hoc duties and projects within the CFO's office.

### **Knowledge:**

- Administrative processes and procedures
- Strong knowledge of MS office suite.

### **Skills:**

- Excellent written and verbal communication skills.
- Report writing and analytical skills.
- Effective planning, organising and time management.
- Administration skills.
- Interpersonal relations.
- Minutes taking.
- Computer/typing skills.
- Ability to manage, control and coordinate projects.
- Ability to manage client expectations and deliver good service.

### **Closing Date: 18 November 2016**

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [Recruitment@ncr.org.za](mailto:Recruitment@ncr.org.za)

**Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.**

