

ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A: JOB PROFILE

1. POSITION	
Position title:	Executive Personal Assistant CEO and the Executive team
Department:	Management
Reporting to:	CEO
Main purpose of the role	The Executive Assistant will provide high-level administrative support to the CEO and other Executive Committee members. Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
2. REQUIREMENTS	
Minimum education (essential):	Degree in Public Relations or similar
Minimum education (suggested):	
Minimum applicable work experience (years):	5-8 years
Required nature of applicable experience:	Personal Assistant and Public relations officer
Computer literacy (essential):	MS Excel (Expert) MS Word (Expert) MS PowerPoint(Expert)
Computer literacy (suggested):	MS Access
Language proficiency:	English
Other Characteristics: Based on the Values and Competency Frameworks	<ul style="list-style-type: none"> ➤ Be a hardworking, driven, initiative-taking, ambitious person who will be able to work independently and accurately. ➤ Excellent oral and written communication skills. ➤ People centric. ➤ Flexibility. ➤ Excellent organizational skills. ➤ Diligence. ➤ Self-driven. ➤ Good communicator. ➤ Good people skills. ➤ Assertive nature. ➤ Logical thinker. ➤ Elevated levels of initiative. ➤ Work independently, with a high degree of responsibility. ➤ Work well under pressure and adhere to deadlines. ➤ Critical thinking skills. ➤ Good planning, ➤ Organizational, analytical, and decision-making skills. ➤ Confidentiality

	<ul style="list-style-type: none"> ➤ Accuracy ➤ Professional approach. ➤ Excellent Administration
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3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS		
Responsibilities		<ul style="list-style-type: none"> ➤ Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company. ➤ Sustain a daily calendar of meetings and events. ➤ Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of objectives for the organization. ➤ Arrange travel and accommodation for executives. Prepare expense reports. ➤ Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff. ➤ Excellent communication and time management skills; proven ability to meet deadlines. ➤ Ability to function well in a high-paced environment; performs additional duties as assigned by executives. ➤ Draft and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with. ➤ Manage the Executive's contacts. ➤ Assist in preparing and managing presentations and decks. ➤ Be responsive to emails/texts/phone calls, with contact outside normal business hours. ➤ Welcome the Executive's guests by greeting them, in person or on the phone, answering or directing inquiries. ➤ Use discretion, confidentiality, and good judgment to manage C-Level matters. ➤ Represent the company and the Executive in a positive light through great follow-through skills and sound judgment. ➤ Conserve the Executive's time by reading, researching, collecting, and analyzing information as needed, in advance. ➤ Complete ad hoc projects as assigned – such as personal events and/or family needs. ➤ Organize complex calendars and schedules, resolving any scheduling issues.