



Date Posted: 03.11.2023

VACANCY: EXECUTIVE/PERSONAL ASSISTANT

JOB DESCRIPTION

Position Summary:

As the Executive/Personal Assistant at Mukwaso Group Holdings (Pty) Ltd (MGH), you will play a crucial role in providing high-level administrative support to executives within the organization. This role encompasses both professional and private assistance, ensuring executives' efficiency and work-life balance.

Responsibilities:

1. Calendar Management:

- Efficiently manage executives' professional and personal calendars, including scheduling appointments, meetings, and personal commitments.
- Ensure the executives are well-prepared for daily activities and personal appointments.

2. Communication:

- Handle phone calls, emails, messages and other correspondence on behalf of executives.
- Draft, edit, and proofread documents, presentations, and reports.
- Communicate to the press and other stakeholders on behalf of, and at the direction of, the executives.

3. Meeting Coordination:

- Schedule, coordinate, and prepare materials for meetings, both professional and personal.
- Take notes during meetings as needed, and ensure the execution of any action items.

4. Travel Arrangements:

- Plan and organize domestic and international travel for both professional and personal purposes, including flight bookings, hotel accommodations, and transportation.

5. Administrative Support:

- Provide general administrative assistance, such as stakeholder engagement and coordination, data entry, filing, and document management.
- Handle special projects and assignments as directed by the executive.



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EXECUTIVE/PERSONAL ASSISTANT

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6. **Personal Assistance:**

- Assist with personal errands, appointments, and arrangements as requested by the executive.
- Support personal scheduling and coordinate family needs, events or commitments.

7. **Confidentiality:**

- Maintain strict confidentiality of sensitive information and documents, both professional and personal.

8. **Event Planning:**

- Assist in planning and coordinating both professional and personal events.

9. **Personal Needs Coordination:**

- Oversee and coordinate executives' personal needs, including household management, family matters, and personal commitments.
- Liaise with service providers, manage home-related tasks, and ensure a seamless work-life balance for the executive.

10. **Task Prioritization:**

- Assist the executive in prioritizing tasks and responsibilities, balancing both professional and personal commitments.
- Carry out any other tasks assigned by the executive

Minimum Requirements:

- Grade 12
- A diploma or equivalent experience in administrative, marketing or related fields
- A driver's license Code B will be an added advantage
- Proven experience as an executive/personal assistant or similar
- Exceptional organizational and time management skills
- Proficiency in MS Office and other relevant software
- Excellent English communication skills, both written and verbal
- Strong problem-solving and decision-making abilities
- High level of discretion, confidentiality and integrity
- Attention to detail and accuracy

Application:

- Interested persons who meet the minimum requirements should send their CV, certified copies of qualifications and identity documents to opportunities@mukwasogroup.com **no later than 17 November 2023**. Only shortlisted candidates will be invited for interviews and competence evaluations.



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