

EXECUTIVE SECRETARY 24000192

Job Purpose:

To support assist the Deputy Head: Agri business, with clerical, administrative and secretarial functions required.

Key Responsibility Areas:

- Provide a secretarial function to the Deputy Head
- Arrange travel and transport
- Provides a general administrative/clerical support function
- Liaises with clients by receiving councillors, staff and public
- Develops and maintains a filing and register system
- Supports other administrative staff where relevant
- Maintains strict confidentiality on all matters concerned

Essential Requirements:

- Matric/Grade 12 plus relevant certificate accredited by SAQA.
- 2 Years relevant experience.

Preferred Requirements:

- Secretarial Diploma.
- 3 years relevant experience

This post reports to DEPUTY HEAD (AGRI-BUSINESS)