



This advert is open for application by external applicants.

**Equity Statement :** *Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation/Operating Division.*

Applicants that are interested in applying for any of the advertised positions must apply by registering on the Careers section of the Transnet Internet. Please take care in completing all required details on the profile, and then apply for the position.

**Alternative Application Methods: (Completed Curriculum Vitae to be submitted)**

Post :

E-mail :

Fax :

The closing date is on 21.04.2023. It is the responsibility of the applicant to ensure that HR has received the application before the closing date of the advertisement.

Note: if you have not been contacted within 30 days of the closing date of this advertisement please consider your application as unsuccessful.

Any questions regarding the application or recruitment process should be sent in writing to GUGULETHU.NKOSI@TRANSNET.NET.

We urge all our employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Transnet. Call the hotline toll free number: 0800 003 056 or email Transnet@tip-offs.com

<b>Operating Division</b>	:	<b>Transnet Property</b>
<b>Position Title</b>	:	<b>Executive Secretary</b>
<b>Employee Group</b>	:	<b>Permanent</b>
<b>Department</b>	:	<b>Property Mngt</b>
<b>Location</b>	:	<b>Johannesburg</b>
<b>Reporting To</b>	:	<b>GM: Property Management</b>
<b>Grade Level</b>	:	<b>G</b>
<b>Reference Number</b>	:	<b>80000575</b>

**Position Purpose:**

Provide secretarial and administrative office management support and to ensure the efficient and smooth running of the office of the GM: Property Management

**Position outputs:**

Uphold a strict level of confidentiality

Develop and sustain a level of professionalism among staff and clientele

Maintain an organised filing system of paper and electronic documents

Provide sophisticated calendar management for the GM: PM. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.

Arrange and handle all logistics for GM:PM meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes.

Complete a broad variety of administrative tasks that facilitate the GM: PM's ability to effectively lead the department,

PLEASE NOTE: Transnet, its employees or representatives never ask for a fee from job seekers. Any such requests are fraudulent. Please report any suspicious activities in this regard to the Transnet anti-fraud line on 0800 003 056.

including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the GM:PM, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect GM: PM's style and organization policy.

Work closely with the GM:PM to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the GM:PM updated. Anticipate GM: PM's needs in advance of meetings, conferences, etc.

Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed

Demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the GM:PM, working closely with the Portfolio Analyst

Work with the Executive Team to coordinate the GM: PM's outreach activities. Follow up on contacts made by the GM:PM to cultivate ongoing relationships.

Manage all aspects of organization's office services. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows.

Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.

Replenish office materials such as snacks, printer supplies, paper, office supplies, etc

Provide event management support as required..

Provide hospitality to all guests and help to create a welcoming environment.

Invest in building long-lasting relationships both externally and internally.

Other projects/duties as assigned for the overall benefit of the organization.

Coordinate executive communications, including taking calls, responding to emails, and interfacing with clients

Prepare internal and external corporate documents for team members and industry partners

Schedule meetings and appointments and manage travel itineraries

### **Qualifications & Experience:**

Degree/ Diploma in Office Management or equivalent, minimum of 4 years of experience as an Senior Secretary reporting directly to senior management

Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software

Proficiency in collaboration and delegation of duties

### **Competencies:**

Business knowledge

Industry knowledge

End-to-end property management and development

Legislative requirements

Strategy development and execution

Strong organisational, project management and problem-solving skills with impeccable multi-tasking abilities

Exceptional interpersonal skills