



Executive Assistant

SINGITA MANAGEMENT COMPANY, CAPE TOWN

Key Responsibilities

The Executive Assistant will provide administrative support and coordinate various activities including but not limited to: diary and meeting management, travel arrangements and report coordination for the Singita executive team.

Administration Support

- Diary and meeting coordination.
- Inbox Management as required.
- Report compiling and/or report coordination.
- Extensive Domestic & International Travel Arrangements + Visas.
- Credit Card reconciliation.
- Ad Hoc Office support:
 - maintenance and repairs,
 - office parties and events.
- Co-Ordination of Singita Strategy Session in conjunction with HR (in person with required stakeholders) – setup, book travel & accommodation and venue hire.
- Co-Ordination of S&M Strategy Forums (online / in person) – set up, book travel & accommodation, venue hire and Agenda.

Other Functions:

- Contractor's bookings for all Lodges.
- Manage inventory for Staff Educational bookings for all Lodges.
- Manage inventory for all staff business travel to all lodges or other destinations & properties (booking in Springer Miller & giving travel advise and booking full itineraries).
- Miscellaneous and LCNC bookings for Directors, friends, industry associates etc.
- Relief for Frontline Receptionist.

Skills & Experience

- Experience in a similar position.
- Experience in diary, travel, meeting and communication management are prerequisites.
- Experience in professional minute-taking of meetings.
- A passion for being of assistance to others.
- An excellent command of the English language: verbal and written.
- Outlook, Word, Excel and PowerPoint skills
- Industry experience will be an advantage.
- The ability to communicate on all levels.
- Incredibly organised and detailed.
- Ability to multi-task and work to deadlines.
- A flexible approach to work hours.
- Maintain high levels of confidentiality.
- Own transport.

To apply email your CV to HRSMC@singita.com or visit:

www.singita.com/about/careers