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.

Required:

Applications will be accepted from South African citizens or holders of a valid South African work permit.

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

www.singita.com/about/careers