

EXECUTIVE PERSONAL ASSISTANT

Position Title: Executive Personal Assistant

R35 000 Negotiable

Full-Time (Office Based) Sandton

Reporting To: Senior Executive Leadership

Our client is in the Global Ministry committed to transforming lives through faith, excellence, and service. They are seeking a highly professional, discreet, and proactive **Executive Personal Assistant** to provide comprehensive executive, administrative, and logistical support to senior leadership. The successful candidate will play a critical role in managing schedules, coordinating travel, organizing meetings, handling confidential matters, and ensuring the smooth execution of both business and personal administrative requirements.

This role requires exceptional attention to detail, strong organizational skills, flexibility, and the ability to anticipate needs before they arise.

Key Responsibilities

Executive Support

- Manage complex calendars, appointments, and schedules.
- Coordinate meetings, preparing agendas, materials, and minutes where required.
- Screen and prioritize communications, correspondence, and requests.
- Manage executive email correspondence and follow-up actions.
- Ensure effective time management for senior leadership.

Travel & Logistics

- Arrange local and international travel.
- Coordinate flights, accommodation, transport, visas, and itineraries.
- Prepare detailed travel schedules and briefing packs.
- Manage travel-related expenses and reconciliations.

Administrative Coordination

- Maintain electronic and physical filing systems.
- Draft letters, reports, presentations, and correspondence.
- Collect, organize, and manage documentation.
- Assist with special projects and ad hoc assignments.

Personal Assistance & Errands

- Coordinate personal appointments and administrative responsibilities when required.
- Manage errands and logistical arrangements efficiently.
- Act as a trusted representative on delegated matters.
- Assist with personal scheduling and family-related coordination where applicable.
- Reliability and accountability.
- A proactive, solutions-driven approach.

Event and Ministry Support

- Support planning and coordination of ministry events, meetings, conferences, and engagements.
- Coordinate guest logistics and hospitality arrangements.
- Liaise with internal departments and external stakeholders.

Stakeholder Management

- Build and maintain strong relationships with internal and external stakeholders.
- Communicate professionally and effectively on behalf of leadership.
- Ensure high standards of customer service and professionalism.

Minimum Requirements

- Matric & Diploma or Degree in Business Administration, Communications, Office Management, or a related field preferred.
- Own Car
- Minimum 5-8 years' experience as a Personal Assistant, Executive Assistant, or similar senior support role.
- Experience supporting senior executives or high-profile individuals.
- Experience within a church, ministry, non-profit organization, or corporate environment will be advantageous.
- Must have good communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Should you meet the requirements, send CV to boldambitionagency@gmail.com with ref LK/PA or apply online www.africanambition.co.za