

VACANCY BULLETIN: STC 001/2018

METROPOLITAN TRADING COMPANY

SHORT TERM CONTRACT EMPLOYMENT - (STC)



Metro Trading Company has the following short-term contract opportunities for a period NOT exceeding six (6) months

The details are as follows:

- Department:** Metropolitan Trading Company (MTC)
Designation: Personal Assistant
Salary Range: Market Related
Workplace: Metropolitan Trading Company: Braampark

Experience/Skills/Educational Requirements

- Grade 12 or equivalent/ NQF Level 4
- Secretarial Diploma
- Must be able to work under pressure
- Computer literate
- Well- tempered and be able to communicate well at all levels
- At least 3 to 5 years relevant experience

Job Description:

- Continuously update, maintain and manage the diary with regard to meeting schedules, attendees, venues and agendas
- Prepare draft responses on correspondence and queries from internal and external parties, including draft executive summaries
- Route all queries and/or complaints to the responsible persons
- Receive, check and collate all management reports submitted to the Executives
- Type letters, memoranda, reports and representations on behalf of the Executives
- Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Executives
- Communicate daily with the Executives to discuss meeting requests, upcoming engagements, invitations and other requests
- Ensure that the Executive's guests are well taken care of
- Coordinate events that are sanctioned by the Executives as well as team building sessions are required
- Arrange refreshments in the office of the Executive
- Submit Executive's invoices to Finance for payments
- Highlight risk issues pertaining to budget spent

For further information relating to Job Description and Specification, interested applicants can contact Gugulethu Zwane at (010) 980 0870. An application letter and a comprehensive CV can be hand delivered at Braampark Office Park, 33 Hoofd Street, Forum IV, 1st Floor or email to Gugulethu.Zwane@mtc.jourg.org.za

PUBLICATION DATE: 14 MAY 2018

CLOSING DATE: 25 MAY 2018

**MARIA NONHLANHLA NCUBE
ACTING: CORPORATE SERVICES EXECUTIVE
METROPOLITAN TRADING COMPANY**

A handwritten signature in black ink, appearing to read 'M. Ncube', is positioned below the typed name and title.