# ADVERTISEMENT

CBE
COUNCIL FOR THE BUILT ENVIRONMENT

**CEO's ADMINISTRATIVE ASSISTANT**

***(Basic Salary + Benefits: R 346 378.68 per annum)***

The Council for the Built Environment (CBE), located in Hillcrest, Pretoria, has the above permanent position available for immediate appointment.

**PURPOSE:** To provide secretarial support to the Chief Executive Officer (CEO) and an administrative support function on all matters within the Unit.

**KEY RESPONSIBILITIES:**

**SECRETARIAL SUPPORT**

- Manage the diary of the CEO.
- Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the CEO.
- Schedule meetings and secure the appropriate meeting room.
- Follow up on meetings / appointments with internal and external stakeholders.
- Prepare the necessary documentation for scheduled meetings (e.g. maps, directions and parking arrangements).
- Screen telephone calls and take messages.
- Direct messages to the correct role players in a professional manner.
- Welcome the CEO's visitors on arrival at CBE.
- Coordinate / prepare refreshments for the CEO's visitors.
- Coordinate travel for employees in the Unit - prepare travel requisitions, arrange flights, accommodation and car hire.
- Quality check all documents issued by the Office of the CEO.
- Act as liaison between internal and external stakeholders.

**MEETING COORDINATION**

- Arrange meetings and appointments for the CEO.
- Confirm dates of meetings with the CEO and attendees.
- Diarise meeting dates and arrange venues and refreshments.

- Prepare attendee packs for the CEO and file meeting packs for record purposes.
- Send electronic packs to attendees for meetings.
- Ensure delivery of packs to attendees prior to meetings.
- Draw up meeting agendas by obtaining input on agenda items from attendees.
- Take minutes during Executives meetings including all of the CEO's internal meetings.
- Develop and keep records of meeting minutes.
- Draw and follow up on action lists.

**TRAVEL ADMINISTRATION**

- Confirm approval of travel requisition prior to employees' scheduled travel.
- Prepare itinerary to include travel details - dates and times of travel, maps/directions, address, phone number, e-mail, parking, names of people to meet for the CEO, and other Executives/employees travelling with the CEO.
- Confirm travel schedules a few days prior to events.
- Submit approved travel claims for payment.

**ADMINISTRATION**

- Respond to basic queries from external stakeholders on behalf of the CEO.
- Take minutes at the CEO's meetings and distribute to the relevant role players.
- Type business letters, memoranda and general correspondence for both internal and external purposes.
- Assist in conducting research and preparation of speeches/presentations for the CEO.
- Assist in preparing and monitoring the budget for the CEO's Office.
- Ensure that effective and efficient administrative processes are in place in the CEO's Office.
- Review the electronic filing system on a regular basis.
- Assist the CEO to monitor:

    - delivery of key tasks
    - implementation of resolutions from Council, Council Committees and EXCO meetings
    - governance and compliance

- Coordinate stationery requirements for the Unit.
- Coordinate internal events for the Unit.
- Assist with other administrative duties as and when required.

**MINIMUM REQUIREMENTS**

- Advanced Certificate in Secretarial/Administration (NQF 5).
- Three (3) years' experience in a Secretarial/Admin Assistant Role for an Executive.
- Previous role of Secretary/Admin Assistant to organisational head (CEO, MD, City Manager, etc.) will be advantageous.
- Registration with relevant professional body

**COMPETENCIES**

- Typing and MS Office Suite proficiency
- Excellent communication (verbal and written)
- Strong minute-taking experience
- Ability to execute coordination in the CEO's office
- Professionalism
- Efficiency
- Flexibility
- Attention to detail
- Confidentiality

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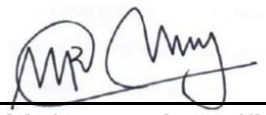
Applications must be submitted, with a detailed CV quoting the title of the position, by e-mail to hradmin@cbe.org.za by 11 June 2023. Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

**People with disabilities are encouraged to apply.**

***The CBE is committed to achieving and maintaining diversity and equity employment, especially of race, gender, and disability.***



**Chief Executive Officer**
**1 June 2023**