

Executive PA | Lenmed Head Office

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.

Role Summary:

The incumbent will be responsible to assist and support the Executive team with complete administrative support. He/she will also be required to interact with all stakeholders associated with the business of the organization, and members of the public.

Key Work Outputs and Accountabilities :

- Responsible for organizing internal and external meetings on behalf of the executives, ensuring all necessary arrangements are made e.g. meeting venue, equipment, presentations, agenda and catering etc.
- Preparation of advanced and impactful powerpoint presentations.
- Act as liaison between the Executives and other internal and external stakeholders including the public and represent and communicate issues timeously.
- Receive and screen communications to Executives including telephone calls, email messages, and provide assistance using independent judgment to determine those requiring priority attention; research and respond to communication as appropriate.
- Provide information to other departments, internal and external parties and organizations and committees.
- Maintain appointment schedules, calendars, and coordinate travel arrangements.
- Prepare a variety of complex reports, including attending meetings to gather information and compile minutes, review and summarize miscellaneous reports and documents.
- Coordinate and organize meetings, meeting minutes and records and follow up on action items.
- Prioritizes conflicting needs; handle matters expeditiously and proactively.

Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- Advanced Microsoft Office Suite
- 5-10 years relevant Experience at an executive PA level
- Must have excellent interpersonal skills and ability to display professionalism with all internal and external stakeholders

If you are interested in the position and wish to apply, kindly forward your CV to

GroupHR.Administrator@lenmed.co.za

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent. If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



WORK PROFILE

Location:

Lenmed Health Head Office
Constantia Park, Roodepoort

Job Grade:

C3

Benefits:

Medical Aid & Pension Benefits

Date Posted:

25 November 2021

Closing Date for Applications:

01 December 2021

Lenmed is an Equal Opportunity Employer. The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.