



Regional Assistant

Quant is a global leader in industrial maintenance. For over 25 years, we have been realizing the full potential of maintenance for our customers.

From embedding superior safety practices and building a true maintenance culture, to optimizing maintenance cost and improving plant performance, our people make the difference.

We are passionate about maintenance and proud of ensuring we achieve our customers' goals in the most professional way.

Are you one of us?

Location:Midrand

Position:Admin

Contract type: FT

Tasks

- Managing Diary & Scheduling regional meetings
- Completing Expense Claims for Managers
- Arranging travel and accommodation for managers & staff
- Creating purchase requisitions in the system
- Accommodation and flights bookings for overseas
- Visitors and transfers
- Publishes the regional corporate newsletter
- Perform complex administrative activities
- Act as point of contact for internal and external inquiries
- Arrange business critical events
- Implement Quant process and initiatives
- Maintain the company brand through interaction both internally and externally
- Provide support in marketing and communication

The candidate must have the following required qualifications:

- You should have a minimum of 5 years' experience at Executive assistant level
- You must have a thorough knowledge of general office administration
- You have a matric certificate plus secretarial diploma
- Working knowledge of the SAP & Microsoft Office

Our people drive our success. We therefore invest in recruiting the right candidates with the right experience, capabilities and personal drive required to succeed and help our customers realize their full maintenance potential.

In case you are interested in building your career at our organization, please send your curriculum vitae to: Lindokuhle.ndwandwe@quantservice.com

Read more:
www.quantservice.com/careers

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