

VACANCY:

10 Dec 2025

Job Title	Secretary / Administrative Assistant
Description	Organised efficient secretary needed to support daily office operations.
Ref	ADMIN-12-25

Minimum Requirements

Education & Qualifications

- Matric / Grade 12 (required)
- Certificate or diploma in Office Administration, Business Administration, or Secretarial Studies (advantageous)
- Valid driver's licence (advantageous, optional)

Experience

- 2–3 years proven experience as a Secretary, Receptionist, or Administrative Assistant
- Experience in managing office correspondence, filing, and scheduling
- Experience handling confidential information
- Experience with customer service and front-office operations
- Exposure to basic bookkeeping or office finance is an advantage
- Experience in Microsoft Office (Word, Excel, Outlook, PowerPoint)

Technical Skills

- Strong computer literacy (MS Office, email, calendar management)
- Ability to prepare professional documents, letters, and reports
- Knowledge of office equipment (printer, scanner, switchboard, etc.)
- Basic understanding of record management and data protection practices

Communication Skills

- Excellent written and verbal communication
- Professional telephone etiquette
- Ability to interact confidently with staff, management, and clients
- Strong interpersonal skills and customer-service mindset

Administrative / Organisational Skills

- Strong diary and schedule management
- Ability to prioritize and manage multiple tasks simultaneously
- Excellent filing, record-keeping, and document control
- Meeting coordination (agendas, minutes, bookings)
- Ability to handle incoming and outgoing communications
- Strong time-management skills and deadline discipline

Duties / Responsibilities

- Manage diaries, calendars, and appointments
- Prepare correspondence, reports, and meeting documents
- Handle emails, calls, and front-office duties
- Organise meetings, take minutes, and follow up on action items
- Maintain filing systems and office record keeping
- Assist with HR, finance, or procurement administration as needed
- Coordinate travel bookings and logistics
- Support management with day-to-day office tasks

Personal Attributes

- Professional, well-presented, and trustworthy
- Discreet and able to handle confidential information
- Detail-oriented with strong accuracy
- Proactive, self-motivated, and able to work independently
- Reliable with strong work ethic
- Calm under pressure and adaptable

To apply :

email your CV and certified certificates(**no older than 3 months**) to
vacancy@sasamsuthu.co.za.(use ref in subject line)

Applications close on **9 Jan 2026**.

For more information contact :

Brenda on +27 79 056 3456 (**whatsapp only**) or
admin@sasamsuthu.co.za.