

Full time Personal Assistant vacancy at Old Mutual December 2024

Full time Personal Assistant vacancy at Old Mutual

Deadline: 23 December 2024

Location: Pinelands, South Africa

Full time Personal Assistant vacancy at Old Mutual

Old Mutual is recruiting and accepting applications for Full time Personal Assistant vacancy.

The role supports the Channel Head: Broker and Franchise division. We are looking for an experienced and efficient PA, who is well organised, has a good sense of urgency, with the ability to multitask and prioritise and successfully execute his/her tasks in a sales driven environment.

- Follows standardised processes and provides administrative support in line normal business functioning.
- Delivers on daily production standards and adheres to service and quality standards.
- Responds to immediate requirements within procedure.
- Uses standard administrative techniques to coordinate own work.
- Resolves technical and complex problems, especially in support of administrative queries/issues.
- Coordination and administration of various events.
- Schedules and coordinates meetings, team/townhall sessions and mini conferences.
- Ensures efficient diary management, coordination of office logistics, travel & meeting requests.
- Ensures accurate minute-taking at meetings.
- Co-ordinates Incentive programs.
- Interact with Clients /deal with complaints on behalf of the Provincial General Manager
- Ensures Account management and payments are actioned timeously.
- May act as mentor/resource to less experienced Administrators.
- May provide ad hoc support to the senior management team.
- Product and process knowledge in different areas may differ but basic skills remain the same.
- Provides an indirect service to customers and intermediates.
- Maintains headcount and other reports and collates data and/or feedback for reporting purposes.
- Assists with the daily reporting of sales and compilation of power point presentations.

- Performs coordination and administration duties in support of sales.

Requirements

- Office Administration diploma (advantageous).
- Proficient in MS Office and Teams.
- 3-year Degree/Graduate development.
- 2 or more years of experience in a similar role.
- Experience with collating data and reporting.
- Experience in creating PowerPoint presentations.
- Valid driver's license and own reliable transport, as you will be required to travel frequently.
- As a PA, you may be required to work additional hours from time to time.

Skills

- Management Reporting
- Microsoft PowerPoint
- Multitasking
- Office Administration
- Organizing
- PowerPoint Presentations

Education

- Matriculation Certificate (Matric)

How to apply

To apply, [visit Old Mutual careers portal](#).

Note: Late applications will not be considered.