

POSITION NUMBER : 60010231
JOB TITLE : PERSONAL ASSISTANT TO CEO (C4)
REPORTS TO : CHIEF EXECUTIVE ASSISTANT
LOCATION : HEAD OFFICE_PRETORIA
POSITION STATUS : PERMANENT

Purpose of the Job

The PA to CEO will be responsible for providing comprehensive personal support to the Chief Executive Officer. This role involves managing schedules, coordinating meetings and travel arrangements, handling correspondence, preparing reports, presentations and other documents as required, compiling minutes and performing various administrative tasks to ensure the smooth operation of the Chief Executive Officer's office. Must be highly organized, detail-oriented and capable of managing multiple tasks simultaneously in a fast-paced environment.

Job Responsibilities

Communication and Stakeholder Management

- Build and maintain positive relationships with internal and external stakeholders, including clients, partners, and vendors, acting as a liaison on behalf of the Chief Executive Officer
- To provide support for Board of Director meetings by ensuring meetings are properly arranged and serviced. This will include drafting agendas, collating papers and reports, take minutes and follow up on action points.
- Supporting the Chief Executive Officer to keep the Board of Director informed about the work of the organisation and their appropriate training and induction.

Administrative Support

- To function as a first point of contact dealing with email and other written correspondence and phone calls.
- To proactively manage and coordinate the diary of the Chief Executive Officer by prioritising and arranging internal and external meetings, ensuring appropriate briefing papers are prepared and provided.
- Maintain effective filing and data storage including emails ensuring the needs of the Chief executive are met.
- To provide full personal assistant support by dealing with all correspondence and calls, drafting routine letters to a high standard, minute meetings, taking messages and other administrative tasks as required to support the Chief Executive Officer.
- To plan and manage key organisational events such as Conferences, Strategy days, Staff briefings and others as required.
- Maintain and organize Chief Executive Officer's calendars, scheduling meetings, appointments, and conference calls efficiently.
- Arrange travel itineraries, including flights, accommodations, and ground transportation for business trips, ensuring cost-effectiveness and adherence to travel policies.

Special Requirements

- Capacity to work flexibly and occasionally outside office hours.

Qualifications and Experience

- National Diploma and/or Bachelor's Degree in Business Administration, Management, or related field essential
- + 5 years work experience in a banking sector.
- + 8 years' proven experience in a similar role providing support at an executive level.
- Experience engaging and coordinating work with various stakeholders' groups - Ability to convey information to people clearly and simply.
- Experience of providing support to Board of Directors.
- Excellent administrative skills including the ability to identify administrative needs and develop and maintain appropriate systems to meet them - advantageous.

Knowledge and understanding of:

- Office management
- SAP
- Understanding of business environment
- Excellent knowledge of Microsoft Office
- Ability to take accurate minutes, including being able to interpret and sum up complex discussions concisely
- Ability to draft routine correspondence and reports
- Ability to maintain accuracy and attention to detail
- Good negotiation skills
- Excellent interpersonal and communication skills including diplomacy
- Excellent time management skills with the ability to manage multiple priorities and deadlines

Skills and Attributes

- The ability to work effectively with colleagues at all levels in a high-pressure environment. Confident and determined with the ability to work on own initiative and as a team member when required, Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload, Ability to work flexibly and occasionally out with office hours, Time management skills, Project management skills, Coordination and Office management skills, Attention to detail and problem solving skills, Written and verbal communication skills, Organizational and planning skills, Negotiation and relationship-building skills, Business acumen, Computer literacy – Microsoft Office package (MS Word, Excel, Power Point, and Outlook), Report writing skills, Minutes taking, Advanced typing skills, Decision making, Process management, Flexibility, Collaborative, Professionalism, Efficiency, Confidentiality, Professional appearance, Following through instructions effectively, Effective Telephone etiquette, High ethical standards, Enthusiastic, Self-starter, Corporate culture focused, Integrity, Honesty, Good attitude and Matured

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentJM@Postbank.co.za

Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

03 July 2026

Disclaimers

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If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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