



VACANCY: Executive Assistant for the Sabi Sand Wildtuin

The Sabi Sand Wildtuin (SSW) is now recruiting for the position of **Executive Assistant**.

The SSW is South Africa's oldest and best known private game reserve. The SSW is a very sought-after tourist destination with unsurpassed Big 5 game viewing and a variety of lodges. The reserve has pioneered a host of wildlife and conservation management practices as well as established a group of Non-Profit Entities, focused on conservation and community interaction.

Overview of role:

Purpose: Responsible for administration, secretarial functions, and executive support to the COO and Warden.

Position Level: Member of the SSW Management team

Reports to: The Warden and COO of Sabi Sand Wildtuin

Location: Sabi Sand Wildtuin, Mpumalanga, South Africa

Applications close: 15 February 2019

Key Responsibilities:

- Managing correspondence, drafting letters, memos, emails and documents.
- Regular liaison with HODs, staff, SSW members, stakeholders, suppliers and service providers.
- Preparing monthly and quarterly member reports and newsletters
- Performing administrative and secretarial functions
- Maintain appointment schedule by planning and scheduling meetings, conferences, and appointments
- Maintaining register of SSW member information, answering queries and resolving issues and assisting the CFO and Warden in SSW member matters.
- Provide clerical and general office management/support to Business Services Department and Co-ordinate staff and support departments' operational activities
- Documenting/recording information - Entering, transcribing, recording, storing or maintaining information in written/electronic format
- Training and supervising lower level clerical staff



Qualifications, Skills and Experience required

- 5 Years' experience in a similar role
- Relevant tertiary qualification, degree preferred
- Excellent communication and people skills
- Excellent English and writing skills
- PC Literacy and proficient on MS Office – must have advanced Word, Outlook and Power Point skills
- Ability to work well under pressure and manage multiple priorities
- Must have experience of working in a high-level professional environment – corporate experience would be advantageous
- Highly organized and detail orientated
- Ability to maintain confidentiality at all times
- Problem solving and able to use initiative

Personal Attributes

- **Excellent communication and people skills are essential for this role**
- Strong organizational and time management skills
- Professional, diplomatic and able to work well with stakeholders at all levels
- Able to manage complexity and adapt to changing conditions
- The candidate must be flexible and able to work effectively under pressure and meet deadlines

Salary and Benefits

- Salary and benefits will be negotiated with the successful applicant, in accordance with experience
- Housing will be provided on the reserve

How to Apply

Applicants who meet the above criteria and wish to apply should email a CV of maximum 3 pages and personally written motivation letter **stating your salary expectations** to hrofficer@sabisand.co.za

no later than 15 February 2019.

Should you not hear from us within 2 weeks, please consider your application unsuccessful.

Please note this vacancy is subject to the below:

- Applicants must have the right to legally work in South Africa.
- The Employer reserves the right to vary the specifications of the advertised position.
- The Employer reserves the right not to make an appointment.