

HOMELINK VACANCY



PERSONAL ASSISTANT TO THE MANAGING DIRECTOR

Homelink Group which has interests in financial services and property development is offering a challenging and unique career opportunity to a highly talented, self-driven and results-oriented individual to take up the role of Personal Assistant to the Managing Director.

Reporting to the Managing Director, the position will provide support in the following:

- Proactively manage and coordinate the diary of the Managing Director by prioritizing and arranging internal and external meetings, ensuring appropriate briefing papers are prepared and provided.
- Act as a first point of contact dealing with correspondence and phone calls.
- Process the Managing Director's correspondence, incoming and outgoing.
- Provide full personal assistant support by drafting routine letters to a high standard and minute meetings.
- Maintain the Managing Director's office system, including data management and filing.
- Produce documents/reports and presentations for the Managing Director.
- Organise meetings and ensure that the MD is well prepared for those meetings.
- Attend to customers and visitors for the Managing Director.
- Provide comprehensive secretarial services to the Managing Director.
- Provide support for Board meetings by ensuring meetings are properly planned and organized.
- Answer calls and liaise with clients competently.
- Arrange and organise the Managing Director's travel.
- Assist in the general upkeep of the Managing Director's Office.

Any other duties as may reasonably be required by the Managing Director.

Education and Qualifications

- BA in Administration or any other relevant degree.
- A minimum of 5 years relevant experience as a Personal Assistant.
- Excellent communication and organization skills.
- Excellent ICT skills, e.g. Microsoft package.

Skills and Competencies

- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Exceptional interpersonal and communication skills to enable professional interaction with a large range of people.
- Excellent attention to detail, with the ability to maintain a high level of accuracy.
- Excellent time management skills.
- Ability to multitask.

How to apply

Interested candidates are encouraged to send their CVs and certified copies of certificates to: fsvacancies@homelink.co.zw no later than **Friday 19 April 2024**.

Late submissions and canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

Head Office

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