



To be considered for an interview, the following selection criteria must be addressed

Selection Criteria – Executive Assistant

The successful applicant will show demonstrated ability in;

- personal organisation particularly when working cohesively in a high functioning, small team environment;
- communicating with others – i.e. speaking, listening and writing including proof-reading;
- the use of MS Office including the ability to provide basic technical support;
- receiving direct, fast-paced communication in dynamic environments, while maintaining a calm composure;
- working independently to agreed activity milestones;
- processing sensitive data and handling all correspondence and dictation with uncompromised integrity and confidentiality;
- maintaining a positive and consummately professional demeanour, while instilling trust and engagement of others.