

Personal Assistant (PA)

Do you have a passion for administration, organising and reporting?

Do you want to be part of an exciting and growing company?

If so, we are looking for you!

Gordian Logistic Experts South Africa is a Dutch rooted supply chain management consultancy company. Gordian SA has offices located in Cape Town and Gauteng. We focus on (MRO) spares management. Gordian adds value by reducing asset downtime through ensuring spares availability. Gordian helps clients improve their service level, lower their working capital (inventory value) and decrease operational costs. Our approach is holistic, we do not only assess inventory levels (Min-Max calculations), we also focus on master data management, spares categorization, stores management, procurement strategies and plans and inventory control. Our clients have capital intensive assets like production facilities, mining equipment, transportation fleets, etc.

Gordian has been expanding the South African entity since 2018 and we are looking for a personal assistant that is competent to do various tasks efficiently and thoroughly. At Gordian we provide the opportunity for individuals to enjoy their working lives as much as their home lives. We foster a team environment in which each individual is recognised, valued and developed to support our company strategy. You will be required to work from both our office in Cape Town, as well as from your home. The role will also be in contact with the office of Gordian in the Netherlands on a regular basis – but no travel required.

Your responsibilities

Office/secretarial

- Diary management - Planning and organising meetings
- Planning and organising events - Webinars, Conferences, etc.
- Planning and organising travel - locally & internationally
- Managing and reviewing filing and office systems
- Preliminary drafting of correspondence on the manager's behalf

HR

- Assisting the HR manager in the Netherlands with regard to the South African employees
- Leave administration
- Resource administration

Finance/administration

- Preparing reports – financial reports, sales reports, etc.
- Providing accountant with necessary documentation and answering questions from both accountant as CFO
- Administrating financial documentation and banking responsibilities

Marketing

- Assisting the Marketing manager in the Netherlands with regard to the South African material
- Preparing presentations and administrating publications

Requirements

- Available 3 days per week from 08h00 to 14h00, preferably Monday, Tuesdays and Thursday.
- Minimum 3 years' experience in administration
- Flexibility and adaptability
- Living near Cape Town
- Discretion and trustworthiness: will often be working with confidential information
- Excellent oral and written communication skills in English
- Structured facilitation and administrative skills
- The ability to be proactive and take the initiative
- Proficiency in Microsoft Office – Outlook, Excel, Word, Power Point etc.
- Basic presentations development - format checking, structuring, etc.
- Independency and responsibility

What we offer:

- You have a large influence on the roll out and settlement of Gordian in South Africa;
- A market related salary and the required materials for job (laptop and data and cell phone allowance)
- Nice colleagues to work with



Interested?

Application closing date – 31/07/2021

Send your CV and motivation letter to: Henrico Swanepoel – h.swanepoel@gordian.nl / 061 426 4597