

## Personal Assistant

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

### Overview

Our client in the Property Management Industry is looking for a versatile and highly-organized Personal Assistant to perform personalized administrative duties to join their team;

### **Duties and responsibilities include but are not subject to:**

Reporting to senior management and performing secretarial and administrative duties.

Typing, formatting, and editing reports, documents, and presentations.

Entering data, maintaining databases, and keeping records.

Liaising with internal departments, answering calls, and making travel arrangements.

Managing internal and external correspondence on behalf of senior management.

Scheduling appointments, maintaining an events calendar, and sending reminders.

Copying, scanning, and faxing documents, as well as taking notes.

Preparing facilities for scheduled events and arranging refreshments, if required.

Ordering office supplies and replacements, as well as managing mail and courier services.

Observing best business practices and etiquette.

### **Key Skills and Qualifications;**

Certification in secretarial work, office administration, or related training.

1-2 years of experience as a personal assistant would be advantageous.

Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint.

Advanced typing, note-taking, recordkeeping, and organizational skills.

Ability to manage internal and external correspondence.

Working knowledge of printers, copiers, scanners, and fax machines.

Proficiency in appointment scheduling software such as MS Outlook, as well as call forwarding.

Excellent written and verbal communication skills.

Exceptional interpersonal skills.

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