



JOB OPPORTUNITY

EXECUTIVE ASSISTANT

Numeric seeks to appoint an Executive Assistant reporting to the CEO in our Cape Town office.

Job Title:	Executive Assistant
Where:	Observatory, Cape Town
Employer:	Numeric
Start Date:	1 January 2023
Contract Type:	12-month (subject to renewal)
Purpose of role:	To provide extensive and exhaustive administrative support to the Chief Executive Officer (CEO), and to the leadership team when needed

Job Description

Numeric is a small team of friendly people who are on a mission to help young South Africans excel in mathematics. Our goal is to create exciting and high impact learning environments in the form of after school maths programs targeting learners in Grade 7. We currently operate in 44 partner schools Cape Town, Johannesburg and Durban. Our programs are located in Khayelitsha, Mitchells Plain and Mfuleni in Cape Town, Soweto in Johannesburg and in Clermont and Tshelimnyama in Pinetown KwaZulu Natal.

The Executive Assistant position is a new role and therefore expected to evolve to meet the needs of the organisation and primarily the CEO. The ideal candidate is highly organised, detail-oriented, diplomatic, flexible and able to handle a wide range of responsibilities. The candidate should be able to thrive in a dynamic environment. Experience in the nonprofit/development sector is an added advantage.

Job Responsibilities:

- Organise and maintain the CEO's electronic diaries
- Manage the CEO's email inbox
- Manage the CEO's google calendar. This involves updating the calendar and proactively following up on outstanding responses and actions required
- Assist the CEO with daily time management and administrative tasks
- Drafting documents
- Manage purchases to be done by CEO & submit all CEO's receipts and invoices to Finance Manager
- Handle printing, faxing, mailing, copying, filing, and email/messages.
- Ad hoc: assist with other tasks as and when requested, including work errands
- Provide administrative support to Operations Manager when needed, this may include, but is not limited to support with:
 - Minute taking at leadership meetings and all-hands-on-deck meetings. This includes timeous distribution of the minutes and following up on tasks that need to be actioned
 - Planning and coordinating special events & programs-related projects

- Human Resources Administration including Sage HR & Recruitment
- Asset management and electronic filing
- Research and sourcing, including maintaining an up-to-date service provider and supplier database
- Create a proactive and supportive environment
- Proactively anticipate and troubleshoot challenges and bottlenecks

Key Competencies, Qualifications and Skills Required:

- Grade 12 certificate
- Administration, Secretarial or Project Management qualification
- Minimum of 3 years relevant work experience
 - Executive assistant or similar, providing relevant support at the executive level
 - Non-profit experience advantageous
- Strong computer literacy skills in Microsoft Office suite, including Word, Excel, and PowerPoint
- Familiar with Dropbox, GoogleDrive applications, and open to learning new technical skills
- Ability to take initiative and to handle a wide range of tasks
- Proactive self-starter and thinker, action orientated
- Ability to prioritise competing tasks
- Impeccable discretion and trustworthiness
- Excellent time management skills
- Courteous and clear communication skills in English (verbal and written)
- Skilled minute-taker who can succinctly identify salient points and highlight action items
- Meticulous attention to detail and accuracy
- Organised and systematic
- Responsive, quick turnaround time in completion of tasks, meets all deadlines
- Can foresee bottlenecks and take steps to avoid them
- Flexible and an ability to work in a fast-paced work environment

Other Requirements

Own transport and valid driver's license

Apply Now: Interested applicants should submit a CV (max. two pages) and letter of motivation (max. two pages) to vacancies@numeric.org quoting "Executive Assistant" in the subject line by latest **Saturday, 19 November 2022**. Please ensure that your letter of motivation explains your interest in Numeric and outlines why you would be well suited to this position. Generic applications will not be considered.

More information available at www.numeric.org and www.facebook.com/numericorg