

A prominent Western Cape based construction company is looking to employ the services of a Personal Assistant for their Senior Contract Manager.

Minimum Requirements:

- Grade 12 with 3 years working experience

Duties:

- Report directly to Sr. Project Manager
- Planning and coordinating meetings and Sr. Contract Manager's Diary
- Assist in daily on-site management procedures, reports and conflict solutions
- Compilation and monitoring of project budgetary allowances
- Liaise sub-contractor and clients
- Knowledgeable in JBCC contracts

Skills:

- Computer literate (MS Excel & Outlook)
- Understanding of company functions and infrastructure
- Well developed English language skills (speak, read and write)
- The ability to work interdependently and follow instructions

Competencies:

- Pro-activity
- Confidence and decisiveness
- Planning and organizing
- Attention to detail and accuracy
- Adhering to principles and values
- Presenting and communicating information

Salary is purely based on experience and qualifications.

SALARY R10 000- R15 000 per month dependent on skills and experience

Should you fit the profile kindly forward your CV to careers@wenzrecruitment.co.za

Should you not receive any feedback within three weeks of your application please assume unsuccessful