

# Personal Assistant

<b>Remuneration:</b>	R12000 - R15000 per month negotiable cost-to-company
<b>Location:</b>	Kempton Park, Harmelia
<b>Education level:</b>	Matric
<b>Job level:</b>	Mid/Senior
<b>Own transport required:</b>	Yes
<b>Type:</b>	Permanent
<b>Reference:</b>	#PERSONAL ASSISTANT
<b>Company:</b>	Lisa Corp Finance

Are you a dynamic and highly skilled professional seeking a challenging role as an executive personal assistant? Look no further! We are currently seeking an individual who embodies excellence in organisation, communication, and multitasking to join LisaCorp Finance's team.

**Position** Personal assistant

**Location:** Harmelia, Kempton Park (Preference given to candidates living nearby)

**Company:** Lisa Corp Finance

**Industry:** Property, automotive sales, repairs, and rentals

## Requirements:

- Education: Matric or higher.
- Experience: Minimum of 5 years of experience in a similar role.
- Computer literacy: Highly proficient in various computer applications and software.
- Transportation: Must have own reliable transport.
- Health: In good health with high energy levels.
- Language skills: Excellent command of English and proficiency in at least one additional language.
- Proximity: Ideally located close to Harmelia, Kempton Park.
- Knowledge: Background in property management, human resources, and accounting.
- Industry advantage: Prior experience or knowledge of the motor industry is highly desirable.

## Responsibilities:

- Providing high-level administrative support to 3 directors at LisaCorp Finance.
- Managing calendars, scheduling meetings, and coordinating travel arrangements for LisaCorp Finance's executives.
- Handling correspondence and communication on behalf of the directors at LisaCorp Finance.
- Assisting with property management tasks, including documentation and liaising with tenants, for Lisa Corp Finance's property portfolio.
- Overseeing human resource functions such as recruitment, onboarding, and employee relations at Lisa Corp Finance.
- Basic accounting tasks such as invoice processing and expense tracking for.

Posted on 14 Mar 16:28, Closing date 13 May

### **Apply by email**

Sam

[sam@lisacars.co.za](mailto:sam@lisacars.co.za)

### **Or apply with your Biz CV**

Create your CV once, and thereafter you can apply to this ad and future job ads easily.

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