



BONITU HCC

WE ARE RECRUITING

AVAILABLE POSITION

Executive Assistant to the Registrar

The Executive Assistant (EA) will provide high-level administrative and personal support to Registrar. The EA will be responsible for managing schedules, coordinating meetings, handling correspondence, and ensuring efficient day-to-day operations. The ideal candidate should be highly organized, proactive, and capable of handling sensitive information with discretion.

Qualifications & Experience:

- Diploma or degree in Business Administration, Secretarial Studies, or a related field.
- Minimum of 2 to 5 years of experience as a Personal Assistant, Executive Assistant, or in a similar role.
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent verbal and written communication skills.
- Strong organizational and time-management skills.
- Ability to work independently, prioritize tasks, and meet deadlines.
- High level of professionalism, confidentiality, and discretion.
- Strong interpersonal skills and a proactive approach to problem-solving.

HOW TO APPLY

Send your CV and Portfolio to this email address:
Recruitment@bonituhcc.co.za

Closing date: 15 August 2025

For more information, you can visit our website
www.sacpvp.co.za/web-home