

Job Profile

Executive Assistant | JC202002

March 2020 – **WomHub** is hiring! We are looking for a dynamic **Executive Assistant** to undertake a variety of administrative tasks. The ideal candidate will assist in diary planning and managing schedules as well as carry out important operational duties.

About the Role

- Base research & preparation
- Diary management
- Travel management
- Office management
- Workflow management & tracking
- Activities to lighten the load of the co-founders including personal errands

Ideal Candidate

The ideal candidate should have the following key skills:

- Project management
- Intermediate skills on Microsoft Office (Excel, Word, PowerPoint)
- Diary coordination and management
- Good communication
- Data analysis and reporting
- Managing budgets and basic bookkeeping
- Quick learner with passion and drive
- Attention to detail
- Work under pressure

Requirements

- Must be based in Johannesburg, South Africa
- Must have a minimum qualification of a Bachelor's degree
- Required to work outside of office hours
- Have flexibility to travel domestic and international
- Have a valid driver's license and passport
- Ability to communicate fluently in English (written and verbal)
- Must be available to start immediately.

Salary and Benefits

- Salary: R8 000 – R12 0000 per month CTC
- Salary is negotiable based on work experience.
- Flexible work opportunities
- Working with some of the most inspiring women entrepreneurs from around the world

Application

- Apply at: <http://bit.ly/WomHubCareers>
- For any queries, email admin@womhub.com

About WomHub

WomHub is a boutique consulting and advisory firm specializing in supporting female led innovation, entrepreneurship and housing incubators to support female founders around the world. Its foundation arm, WomEng supports women and girls in the engineering and technology industries.



For more information, connect with us at:

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