

Executive Assistant | JC202204



15 March 2022 - At WomHub, we build incubators, accelerators and venture builders to support and develop female entrepreneurs in STEM. If you're interested in building a career in this space and working with cool entrepreneurs growing interesting businesses on the African continent, come and work for us.

Role: Executive Assistant

We are looking for Executive Assistants to undertake a variety of support and administrative tasks. The ideal candidate will assist in diary planning and managing schedules as well as carry out important operational duties.

Responsibilities include:

- Diary management including scheduling meetings across time zones, flagging up conflicts and meeting prioritisation
- Some level of email management, responding to requests for meetings and answering or redirecting routine enquiries from internal or external sources
- Coordination of expense management on behalf of Leadership team and tracking budget spend
- Updating and maintenance of stakeholder distribution lists
- Travel management including logistics and visas as required
- Office Management
- Respond to more complex or escalated enquiries from other team members
- Plan, organise, and schedule workflow management and tracking
- Perform other duties or ad-hoc projects as may be assigned, including supporting leaders with personal support errands from time to time

How We Work: Everything we do is deliberate around the culture and values we aim to build. We are a team of go-getters with an online community of over 21 000 followers and more than 75 000 beneficiaries. We remain flexible while delivering on what is expected, often in tight timelines. We are open to new ideas and innovation while delivering excellence, consistently. We love energy and unique human beings that are responsible, accountable and take pride in what they deliver.

This is not your 9 to 5 or Monday to Friday. Imagine having the freedom to work from anywhere with WIFI while pioneering the future of work. Working with us can range from 10 – 40 hours a week with a market-related salary. With your knack for communicating simply and consistently and bringing your relevant skills to one of our required spaces, we can make magic happen as a team.

No one day will be the same. You will be championed for your successes and appreciated for your failures as a lesson learnt. The role will include a variety of different skills you will learn along with some exciting projects that will help make you want to get out of bed every morning to help us help girls and women across the world.

How to Apply: Know someone or does this sound like you? Send us a 90 second video on why you should join the team. Submit application at <https://bit.ly/WHCareer>

To find out more about WomHub, visit <https://www.womhub.com/careers>

NB:

- Applications close on: 30 April. Shortlisted applicants will be communicated with via email within 4 – 6 weeks.
- If you have any queries, you can email careers@womens.org