

Position: Personal Assistant to the Chief Operations Officer
Type: 3 months contract
Salary: 43 711,72 per month
Closing date: 26 August 2026

Interested candidates should email CV to: recruitment@tianaconsulting.co.za

If you need more information about the position, please contact 011 431 1354, one of our Consultant will assist you.

Purpose of the Job:

To provide strategic administrative and executive support to the Chief Operating Officer (COO), including coordinating operational activities, managing high-level stakeholder engagement, consolidating reports, and ensuring the effective functioning of the COO's office.

Requirements:

- A minimum certificate in Office or Business Administration or related fields (NQF 5).
- A minimum of 3 years' experience as a Personal Assistant or Executive Assistant or in an administrative role.
- Valid Driver's Licence (Code B).
- Proficiency in MS Office
- Report writing and consolidation
- Stakeholder management at executive level
- Confidentiality and discretion
- Understanding of public sector governance (advantageous)
- Time Management
- Teamwork
- Interpersonal Relations and Skills
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility

Key Performance Areas:

- Organises, co-ordinates and takes minutes for internal as well as external meetings, workshops and conferences for the COO and produces comprehensive reports and follow-up on resolutions.
- Manages the COO's diary and travel arrangements.
- Assists in all administrative matters to ensure the efficient and smooth running of the COO's office.
- Conducts research for the COO as and when required.
- Consolidation of monthly and quarterly reports
- Support procurement processes through coordination and documentation in line with organisational policies.
- Types correspondence and composes routine letters, reports, and other confidential documentation.
- Maintain effective document management and record-keeping systems.
- Order stationery and consumables.
- Maintains effective working relationships with customers (both internal and external) towards rendering the highest quality of services.
- Serve as a key liaison between the Office of the COO and internal and external stakeholders
- Answers to the general information requested by personnel where possible.
- Exercises initiatives to enhance the administration of the office of the COO.

- Ensure the efficient administration of the COO's office and proactively identify process improvements
- In addition to these typical duties, may perform other duties as assigned and required.