



Pikitup Johannesburg (Pty) Limited

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2017

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www.pikitup.co.za
www.joburg.org.za



Vacancy

Closing date for applications: 19 February 2010

Position : Executive Secretary
Department : Planning & Capital Execution
Location : Head Office
Level : C3
Reporting to : Planning & Capital Execution Executive

Key Responsibilities:

- ✚ Maintaining an effective executive secretarial service
- ✚ Liaising with external and internal associates and companies
- ✚ Ensuring that assignments are delivered on time
- ✚ Coordination of travel and conference arrangements
- ✚ Project management
- ✚ Office management

Requirements and Experience:

- ✚ Grade 12
- ✚ A secretarial diploma plus 3 years senior secretary experience

Skills:

- ✚ Computer Literacy
- ✚ Verbal and written communication skills
- ✚ Planning and organising
- ✚ Time management

Particulars of advertiser:

E-mail: recruitment@pikitup.co.za

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within 30 days after closing date of the advert please consider your application unsuccessful.
- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM DESIGNATED GROUPS**

Directors

*P Radebe (Chairperson), Z Nkosi (Managing Director), *C Ruiters, *H Moeketsi, *V Nemukula, *S Raghubir, *S J Kgomo, *D Phaho, *A. Botha
*T. Mashanda

***Non Executive**

B Memela (Company Secretary)

Registration Number: 2000/029899/07

