



# Vacancy

Dynamic Fluid Control, a local manufacturer of valves, has a unique and diversified portfolio of products catering for the mineral processing, power generation, water and affluent markets. We have a strong strategic approach towards active participation in global markets.

The following position has become available at DFC:

**POSITION:** Executive Assistant and Secretary #DFC03042024-1

**LOCATION:** Benoni

**REPORTING TO:** CEO

**JOB SUMMARY STATEMENT:** Works closely with the CEO to provide administrative functions such as drafting and editing correspondence, scheduling appointments, organizing and maintaining paper and electronic files and secretarial support. Serves as the primary point of contact to the Office of the CEO and COO. The Executive Assistant also serves as a liaison between the Executives, the Board of Directors and senior management teams. Organizes and coordinates executive travel and diaries and oversees special projects. Responsible for effective liaison with internal and external business stakeholders. The Executive Assistant must be creative and enjoy working within a dynamic environment that is results driven. Organizes board meetings, arranging meeting agendas, board materials, recording and taking minutes throughout. Ensures that the board's decisions are properly communicated and implemented company wide

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## KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Prepare board, board committees and shareholder's meeting agendas, taking of minutes and distribution thereof, circulation of matters arising and action plans
- Ensure the smooth running of the Board's and Board Committees' activities including the following: co-ordination of meetings, assisting the CEO with the preparation of agendas, papers and reports, attending meetings and ensuring minutes are written, approved, and signed-off, facilitate round robin resolutions, ensuring follow-up on outstanding matters
- Maintain the company's and board records/minutes, board registers, registers of disclosures of conflict of interests, etc.
- Completes a broad variety of administrative tasks for the CEO and COO
- Compose and prepare correspondence that is confidential
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature
- Manages a variety of special projects for the CEO and COO, some of which may have organizational impact.
- Proactive and follows-through on projects to successful completion, often with deadline pressures.
- Maintenance of an effective and efficient paper-filing and electronic system
- Manage CEO's and COO's calendar and appointments
- Plans, coordinates and ensures the CEO's & COO's schedule are followed and respected
- Arrange complex and detailed travel plans, itineraries, and agendas

## ACADEMIC QUALIFICATIONS:

- Minimum Preferred : Degree in Administration, Commerce, Law or similar
- Secretarial administration Diploma or equivalent
- Computer literate
- Good communication and organizational skills
- Good spoken and written English language

## EXPERIENCE:

- At least 3-5 years of experience supporting Executives
- Experience in Project Management
- Experience and interest in internal and external communications
- Proficient in MS Office (outlook, word, excel and PowerPoint) technologically savvy and keeps up to date with office administration tools.

**BEHAVIOURAL COMPETENCIES:**

- Accountability/ Ownership
- Adhering to principles and values
- Demonstrated personal integrity and honesty
- Application of discretion and confidentiality
- Maintains effective relationships

**CLOSING DATE:** 11 April 2024

Please note we have a DFC recruitment mailbox. Kindly send your detailed CV to the following email address:

[recruitment@dfc.co.za](mailto:recruitment@dfc.co.za)

*In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.*

*While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies.*