

TIME TIDE

POSITION TYPE
Full Time Exec. Assistance /
Projects

LOCATION
Somerset West & Cape Town

REPORTING TO
Chief Executive Officer



Time + Tide is growing

POSITION AVAILABLE EXECUTIVE ASSISTANT / PROJECTS

As the Executive Assistant to the Chief Executive Officer (CEO), you will provide high-level administrative support to the CEO, as well as to other members of the Executive team, and contribute to the overall effectiveness of the executive office. You will be responsible for managing the CEO's schedule, coordinating meetings, securing travel and accommodation arrangements, arranging venues and events, assisting with sales management, and handling confidential information. The Executive Assistant to the CEO will play a key project management role within the executive office and will be responsible for project plan/project scope creation, roll-out, implementation, co-ordination of internal stakeholders and project progress status updates. This role requires exceptional organizational skills, attention to detail, the ability to thrive in a fast-paced and dynamic environment, and the ability to maintain confidentiality whilst managing multiple projects.

RESPONSIBILITIES

Calendar and Schedule Management:

- Coordinate and manage the CEO's calendar: scheduling appointments, meetings, and events.
- Prioritise and coordinate conflicting commitments, ensuring the CEO's schedule is optimised and efficient.
- Anticipate scheduling conflicts and proactively resolve them.
- Plan and arrange domestic and international travel arrangements, including flights, accommodations, and transportation, while considering time zones and other logistics.

RESPONSIBILITIES CONTINUED

Calendar and Schedule Management:

- Coordinate and manage the CEO's calendar: scheduling appointments, meetings, and events.
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Communication and Correspondence:

- Act as a primary point of contact for internal and external stakeholders, screening calls, and correspondence.
- Manage incoming and outgoing communications, ensuring timely and appropriate responses.
- Draft, proofread, review, edit and send correspondence on behalf of the CEO; inclusive of prioritising emails and responding to such when necessary. .

Meeting Coordination and Support:

- Arrange and coordinate meetings for the CEO.
- Prepare and organise meeting materials, agendas, and presentations, ensuring timely distribution and follow-up on action items.
- Attend meetings with the CEO, take minutes, and accurately document decisions and action items, and handle meeting correspondence effectively.
- Assist in the preparation and coordination of meetings, including scheduling, preparing materials, and arranging logistics.

Information management

- Manage the CEO's information flow, including prioritising and organising incoming and outgoing documents.
- Conduct research and compile data for various reports, presentations, and projects.
- Handle confidential and sensitive information with the utmost discretion and professionalism.

Project management

- Create project plans/project scope for projects.
- Ensure effective resource allocation for the project.
- Roll-out the project plan to internal stakeholders.
- Coordinate and execute special projects, events, and initiatives as assigned by the CEO; this includes sourcing providers, managing event budgets, scheduling of venues, equipment, refreshments, managing attendees' diaries and invitations; etc.
- Implement the project plan effectively in accordance with deadlines, to the quality required and within budget.
- Monitor project timelines, track progress, and provide regular updates to the CEO

Project management continued

- Provide regular project updates to the SMT.
- Manage stakeholder expectations.
- Update and follow through on tasks to ensure progress on deadlines are kept.
- Prioritise and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Coordinate with internal departments and external partners to ensure project deliverables are met.

Relationship management

- Act as a liaison between the CEO stakeholders, demonstrating excellent communication skills.
- Build and maintain effective relationships with internal and external stakeholders.
- Represent the CEO and the organisation in a professional manner during interactions and meetings

Sales support

- Provide support when required

Additional responsibilities

- Assist the other members of the Executive team with executive assistance duties as required.
- Anticipate the needs of the CEO and proactively provide support and assistance as required.

REQUIREMENTS

QUALIFICATIONS

- Matric/grade twelve/NQF Level 4 or equivalent is essential.
- Bachelor's degree in business administration, communications or related field is preferred.

EXPERIENCE

- 5+ years' experience as an Executive Assistant or in a similar role supporting C-level executives.
- Proficient in using productivity tools such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration platforms.

COMPETENCIES

- Strong organisational skills with the ability to prioritise tasks, multitask, and meet deadlines in a fast-paced environment.
- Exceptional attention to detail and accuracy, with the ability to maintain high-quality work while managing multiple projects.
- Excellent verbal and written communication skills, with the ability to compose professional correspondence and deliver effective presentations.

COMPETENCIES CONTINUED

- Excellent interpersonal skills and the ability to build and maintain relationships with stakeholders at all levels.
- Strong problem-solving and decision-making abilities, with the capacity to anticipate needs and proactively address challenges.
- Flexibility and adaptability to work in a dynamic and rapidly changing environment.
- Project management skills, the ability to create project plans, roll-out and implement projects, co-ordinate resources and ensure that projects are delivered on time and within the allocated budget.

OTHER REQUIREMENTS

- Valid Driver's License and own reliable transport

HOW TO SEND YOUR APPLICATION TO US

Submit your CV and Covering Letter to the position on our website

<https://www.timeandtideafrica.com/careers/>

WHAT IS IMPORTANT TO US

OUR TIME + TIDE VALUES

FEELS LIKE FAMILY

Inside and out, we nurture the friendships and relationships that are at the heart of the business

GENEROUS + GENUINE

We build trust, we are true to our word, and we give as much as we can.

TOUCH THE EARTH

We keep close to the ground, use natural materials and resources wisely, and celebrate the places we call home.

SUPRISE + DELIGHT

We go out of our way to make sure guest' memories last a lifetime.

CONSERVATION, SUSTAINABILITY + COMMUNITY

We are guides and guardians to sublime landscapes, extraordinary wildlife and rich cultures. Through our Time + tide Foundation we work closely to partners and invest in local communities.