



PICKY EATERS
MEAT MERCHANTS

JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE FOUNDER AND COO

We are a speciality meat trader under the trademark brand “**Picky Eaters Meat Merchants**” headquartered in Johannesburg with branch facilities in Cape Town and Pietermaritzburg. We have been in business for nearly 9 years, and truly live by our primary values: respect, humility, commitment, and the right thing the first time. Given our meat merchant facilities in Johannesburg, Cape Town and Pietermaritzburg teamwork and communication are of the utmost importance.

FUNCTION	Executive Assistant to the Founder and COO	DIVISION	Business Administration
REPORTS TO	The Founder and COO	LOCATION	Mandela Rhodes Place Cape Town
START DATE	14 January 2019	POSITION(S) SUPERVISED	Not Applicable

JOB SCOPE	The Executive Assistant to the Founder and COO is responsible for the provision of a high quality EA service that supports the business ambitions of Picky Eaters Food & Beverages.
MAIN DUTIES AND RESPONSIBILITIES	<p>To provide a highly proactive EA service to the Founder and COO</p> <ul style="list-style-type: none"> ✚ To have sole responsibility for diary management and organize both internal and external meetings and travel arrangements for the Founder and COO. ✚ To manage the scheduling of meetings for the Founder and COO, ensuring agendas are set where applicable. ✚ To act as a ‘gatekeeper’ and manage the flow of contact to the Founder and COO, filtering all communications and exercising judgement with regard to the degree of urgency and high standards of tact and diplomacy in the referral of matters. ✚ To support the flow of communication from the Founder and COO and maintaining a coherent brand message across all communications.



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	<ul style="list-style-type: none"> ✚ To take minutes and monitor complex and sensitive actions for strategic teams, including but not limited to Shareholders and Directors of the Board, taking follow up action or advising of problems/delays as necessary. ✚ To provide an effective and supportive environment for the Founder and COO to carry out their duties. ✚ To build effective working relationships with key stakeholders, both internal and external. ✚ To build working relationships and effectively liaise with the pool of existing virtual teams supporting business development and operations. ✚ To make decisions and initiate appropriate action on behalf of the Founder and COO or by directing to others. ✚ To manage private matters for the Founder and COO, including but not limited to medical/vehicle insurances/registrations. ✚ To capture daily transactions onto an accounting system, including VAT journals for monthly reporting and submission to SARS. ✚ To act as liaison with External Auditors for financial reporting compliance. ✚ To maintain all source documents on financial transaction activities.
KEY RELATIONSHIPS	
INTERNAL	Virtual teams and Operations Staff, Administration Staff, Business Management team, Business Advisory Board, Board of Directors.
EXTERNAL	Bulk Customers, Tourists, Strategic Partners, Suppliers, Regular and Ad-hoc Customers, Public sector relations, Public sector customers.

POSITION REQUIREMENTS	
EDUCATION	University Commercial Degree and/or Customer Service background
MUST HAVE SKILLS	<ul style="list-style-type: none"> ✚ Proficiency in English and Afrikaans. Indigenous languages are a plus. ✚ Experienced in Word, Excel and PowerPoint etc.



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EXPERIENCE	Minimum of 1-3 years' experience in the capacity of an Executive/Personal Assistant.
COMPETENCIES	<ul style="list-style-type: none">✚ Assistant in a multicultural environment✚ Excellent communication both oral and written.✚ Excellent interpersonal skills.✚ Highly organized.✚ Ability to work effectively and under pressure.✚ Committed, highly flexible and service oriented attitude.✚ Works well independently as well as in a team.✚ Develops original and creative solutions to problems.✚ Fully reliable in keeping strict confidence and confidentiality.✚ Well-groomed/presented and courteous.