

SECRETARY TO KZN DIVISIONAL MANAGER

Bosch Projects, a level 1 B-BBEE certified company and a member of the multi-disciplinary Bosch Holdings group of companies, founded in 1961, has an opportunity for a Divisional Secretary. This position will be based in Durban - Head Office and reports directly to the Sugar and Industrial Divisional Manager.

Key responsibilities will include:

- Provision of daily secretarial support to the Divisional Manager ensuring effective and efficient functioning of the office;
- Effective preparation of documents and information packs for meetings;
- Typing, preparation and finalization of presentations and reports;
- Document control and filing of project and divisional paperwork, in accordance with the company's Quality Management System;
- Revision of reports and meeting minutes ensuring accuracy and completeness;
- Efficient and cost-effective coordination of all travel, forex and accommodation requirements;
- Compile proposals and tender / bid documents;
- Carry out marketing and advertising requirements of the division;
- Bosch Projects QMS System administration;
- Implementation and use of UBW [ERP system] relating to time and expense records, amongst other requirements;
- Daily support of the Divisional Managers in their operational duties by the provision of secretarial and general administration duties;
- Acting as Project Secretary for Divisional Projects reporting to relevant Project Managers;
- Assisting other divisions and the related support staff as and when required.

The ideal Candidate should:

- Have a Matric certificate and Secretarial Diploma (or similar);
- Have a minimum of 3 years' work experience within a consulting engineering environment;
- Be highly proficient in the use of Microsoft office programs (Excel, Word and PowerPoint) and Adobe Acrobat;
- Have good working knowledge of the compilation of tender documents, bid submissions and proposals;
- Have excellent report writing skills;
- Possess excellent interpersonal skills;
- Possess strong numerical skills;
- Have excellent working knowledge of Quality Management Systems, and ERP systems (preferable);
- Exhibit strong organisational skills and be capable of taking the initiative;
- Be highly capable in multi-tasking and managing a diverse range of tasks under project time constraints and be highly adaptive to changing needs;
- Hold a valid Driver's Licence;

Bosch Holdings embraces diversity and is an equal opportunity employer.

Apply by sending a concise CV including salary expectation and availability to:
Chantall Venter | Email: bmscareers@boschholdings.co.za

Closing date: 17 June 2019

Only short-listed candidates will be contacted. Should you not receive any communication after 2 weeks of closing date, kindly consider your application as unsuccessful.