

Personal Assistant (French speaker)

Overview

WorldsView™ Technologies is an authorised pan Africa IT distributor of Autodesk design software, with a footprint across Africa. We distribute leading vendor brands, anchored on the Autodesk product range. Market penetration is our business. We take combined offerings to market through a specialised channel network across the continent. WorldsView Technologies has offices in Sandton, South Africa, and is looking for a Personal Assistant (French speaker).

The successful candidate will assist two Senior Executives within the group. The candidate will be responsible for providing general assistance to the Executives across the African Region with a focus on the Francophone region in Africa.

About the job

We are looking for a Personal Assistant who will be responsible for the following areas:

- **Executive Assistance:** Provide proactive day to day assistance to two Senior Executives who are responsible for the North Africa Francophone and South Africa regions;
- **Meeting, Event and Diary Co-ordination:** Provide seamless assistance with Franco and SA regional events, diary arrangements and agenda setting, including the compilation of reports or packs, together with the co-ordination of regional conference calls, room bookings and refreshments;
- **Meeting Record Keeping:** Accurately record and distribute meeting minutes, action items and reports on time;
- **Communication and Translation Services:** Be a conduit for concise, clear and effective communication, including translations where required, in English and French across the South Africa and Francophone regions;
- **Travel Arrangements:** Manage cost-executive and optimal travel plans, in conjunction with working with the company travel officer for North Africa and South Africa Executives including flights, visa processing and hotel bookings.

About the person

The successful candidate must have the following qualifications and experience:

- Business Undergraduate – B.Com or equivalent tertiary qualification;
- Fully bilingual English and French for business purposes;
- International travel booking experience including flights, visas, forex and accommodation;
- A relevant experience in a similar role is mandatory;
- An understanding of the Franco Africa region would be an advantage.

Skills and abilities

- Computer Literate - MS office full suite including PowerPoint;
- Excellent communication (telephonic and written) skills in both English and French;
- Strong relationship building focus;
- High attention to detail & accuracy;
- Deadline and results oriented;
- Loyalty in support role;
- Ability to cope with uncertainty;
- Confidentiality;
- Drivers licence and own transport is essential for local errands;
- Valid passport and work permit (if required).

Monthly salary

Market related – R20,000 to R25,000 (TCTC) depending on qualifications and experience – including company benefits (monthly package).

How to apply

If you are interested and you speak French fluently, please submit your application by sending your CV (2 pages maximum) and a cover letter to Laura Rogez at laura@worldsview.co.za