



PENSION PATH ADMINISTRATOR (PTY) LTD

VACANCY: PERSONAL ASSISTANT

1. DESCRIPTION OF VACANCY:

An exciting opportunity exists for a highly professional, organised, and proactive individual to provide comprehensive executive support to the Chief Executive Officer. The successful candidate will play a critical role in ensuring the efficient operation of the CEO's office by managing schedules, coordinating communications, preparing documentation, and supporting strategic and governance activities.

2. MAIN ACTIVITIES:

- Manage and maintain the CEO's diary, appointments, meetings, and travel arrangements.
- Coordinate and administer executive, board, committee, and stakeholder meetings.
- Prepare meeting packs, presentations, reports, agendas, minutes, and action item registers.
- Screen, prioritise, and coordinate correspondence, telephone calls, and emails on behalf of the CEO.
- Draft professional correspondence, reports, memoranda, and presentations.
- Liaise effectively with trustees, regulators, service providers, executives, and other stakeholders.
- Monitor deadlines and ensure timely follow-up on key commitments and projects.
- Maintain confidential records and documentation in a secure and organised manner.
- Assist with governance, compliance, and regulatory reporting requirements where required.
- Coordinate internal and external events, workshops, and executive engagements.
- Provide general administrative and operational support to the CEO and Executive Office.

3. QUALIFICATIONS:

- Matric (Grade 12)
- Relevant Diploma or Degree in Business Administration, Office Management, Public Administration or related field will be advantageous

4. SKILLS REQUIRED:

- Exceptional organisational and administrative skills.

- Strong attention to detail and accuracy.
- Professionalism, discretion, and integrity.
- Excellent verbal and written communication skills.
- Strong interpersonal and stakeholder management abilities.
- Ability to manage multiple priorities and work effectively under pressure.
- High level of confidentiality and sound judgement.
- Strong planning, coordination, and time-management skills.
- Ability to work independently while maintaining a collaborative approach.
- Proactive, adaptable, and solution-orientated mindset.
- Excellent minute-taking and report-writing skills.

5. TECHNICAL KNOWLEDGE:

- Understanding of corporate governance principles and executive office administration.
- Knowledge of the retirement fund and employee benefits industry will be advantageous.
- Awareness of relevant legislation and regulatory frameworks applicable to retirement funds will be beneficial.

6. TECHNOLOGY:

- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Teams).
- Experience with electronic document management systems and virtual meeting platforms.

7. WORKING EXPERIENCE:

- Minimum of five years' experience as an Executive Assistant, Personal Assistant, or in a similar executive support role.
- Experience supporting senior executives or board-level stakeholders.
- Contactable references.

8. REMUNERATION:

- A total cost to company market related salary structure including benefits, is offered

9. TO APPLY:

Applicants who meet the above-mentioned requirements should submit a detailed Curriculum Vitae to careers@pensionpath.co.za by no later than 1 November 2026. Please indicate the position for which you are applying.

Should you not receive a response from us by 30 November 2026, please accept that your application was unsuccessful.

Please note that Pension Path Administrator (Pty) Ltd reserves the right to withdraw or close employment opportunity advertisements on its website at any time.