Westfalia Fruit Estates situated in Modjadjiskloof, has a vacancy for a suitably qualified and experienced

**Office coordinator/Secretary to the GME**

Reporting to the General Manager, the incumbent will be responsible for the contribution to making the Managerial Team successful in a high performance and driven environment through providing high level, proactive administrative and secretarial services.

**Qualifications and Expertise**
- Post-Matric Qualification in Office Administration / Secretarial
- 5 years’ experience as Secretary/ PA to a senior manager / GM/Director
- Valid drivers license and own transport

**Knowledge**
- Basic bookkeeping/financial administration will be an advantage
- Above-average communication skills, both written and spoken - specifically in English and Afrikaans
- A working knowledge of PowerBI will be an advantage.

**Skills**
- Must Have excellent motivational skills
- Advanced Word, Excel and PowerPoint skills are essential
- Strong personality
- Report writing skill

**Attitude/Behaviour**
- Vibrant personality
- High level of integrity, trustworthy and maintains confidentiality
- Attention to detail
- High level of commitment accuracy and quality
- Service oriented

The Company offers a Total Guaranteed Remuneration Package which comprises provident fund, insured benefits, and an option to structure an annual bonus.

Interested and qualified applicants should forward their applications (including a detailed copy of the CV) to Human Resources, Westfalia Limited, PO Box 1103, Tzaneen, 0850 or fax to 086 675 4097 or email recruitment@westfaliafruit.co.za for the attention of Lucia Mafa

**Closing date for applications will be 10th December 2021.**

**NB: Should you not receive correspondence 1st January 2022, please regard your application as being unsuccessful.**