

Job Title
Personal Assistant
(PG 6)

Location: Bellville

Perm/Contract: Permanent

Who are we?

Description of the Cluster/ BU

SPF Distribution, is dedicated to supporting, growing and empowering clients with affordable, easy and suitable solutions, primarily through face-to-face intermediary channels, but also directly. We have approximately 2,000 tied advisers and 2,000 supporting independent brokers, all dedicated to meet the financial needs of our clients. Our vision: We aspire to be the best at building enduring relationships by connecting clients and intermediaries. We create sustainable value by attracting new clients, supporting ongoing client engagement and providing adaptive solutions designed to answer life's financial questions. **ULTIMATELY WE GROW AND PROTECT WEALTH.**

What will you do?

Description of the key responsibilities (start with a clear & succinct positioning of the role, bullet high level responsibilities)

Provide support to **Recruitment and Selection Consultant** in terms of the following:

1. Assisting Recruitment and Selection Consultant with the administration of the recruitment process for financial advisers in terms of the following:
 - Management the SANGRO process from the PSQ stage up to Code Activation stage
 - Capturing of CVs on SANGRO system
 - Liaising with candidates with regards to the completion of the PSQ, Project 100, and with regards to the scheduling of interviews, assessment, and completion appointment documents, etc.
 - Liaising with the managers for panel interviews and finalising appointments
 - Liaising with the assessment centre for assessments
2. Provide secretarial support to the recruitment and selection consultant in terms of the following:
 - Diary management
 - Mail and information management
 - Time and priority management
 - Office and telephone administration
 - Travel arrangements
 - Organising meetings, functions, presentations and conferences
 - Other duties as required by the Recruitment and Selection Consultant

What will make you successful in this role?

Description of the key requirements

Qualification & experience (do not include matric if a degree is required)

- Grade 12 (matric) or equivalent qualification

Knowledge and skills (high level and bulleted)

- Secretarial experience with previous experience within recruitment will be an advantage.
- Computer literacy (specifically advanced knowledge and well developed skills with regards to MS Office)
- Experience and knowledge of Wired will be to your advantage.

Personal qualities (most critical ones only and bulleted)

- Initiative/pro-activity
- Good communication skills (verbally and in writing) in English and Afrikaans
- Adaptability and the ability to function in a team
- Treating Customers Fairly
- Problem identification and solving
- Work standards
- Relationship building
- Organisation awareness
- Managing Work

Process for application

If you meet the above criteria, and is interested in applying for this role, please submit your CV to the following address:

dhracaperecruitment@sanlam.co.za

Please copy and paste the following detail in the subject line of your email to use:

Application for **Personal Assistant Bellville**

The closing date for applications is **30 November 2017**

Our aim is to help you build a successful career with us

We're all about building strong, lasting relationships with our employees. We know that you have hopes for your future – your career, your personal development and of achieving great things. We pride ourselves in helping our employees to realise their worth. Through its business clusters – Sanlam Personal Finance, Sanlam Emerging Markets, Sanlam Investments, Sanlam Corporate Santam, Miway, as well as the Group Office – the group provides many opportunities for growth and development.

Turnaround times

The shortlisting process will only start once the application due date has been reached. The time taken to complete this process will depend on how far you progress and the availability of managers.

The Sanlam Group is committed to transformation and embracing diversity and our employment equity plan and targets will be considered as part of the recruitment process. This commitment is what drives us to achieve a diverse workplace with employment equity as a key goal to create an inclusive workforce, representative of the demographics of our society as well as people with disabilities.