

ADMINISTRATIVE ASSISTANT/PERSONAL ASSISTANT (FIXED TERM CONTRACT)

Our client is looking for a meticulous, highly organized and proactive Administrative Assistant / PA on a fixed-term contract basis. The ideal candidate must possess an uncompromising eye for detail, outstanding time management skills and a firm belief in the principle of **"doing a task once correctly."** This role requires someone who takes immense pride in their work and is capable of running an efficient, orderly administrative environment.

Job Title:	Administrative Assistant/Personal Assistant
Reference No:	HMC-106-64
Location:	Durban, KwaZulu-Natal (South of Durban)
Closing Date:	31st July 2026
Employment Type:	Fixed-Term Contract (Duration to be discussed)
Employment Equity:	Open to All

KEY REQUIREMENTS

- ✓ **Education:** Matric/Grade 12 Essential. A National Diploma or Certificate in Office Management, Business Administration or related fields is highly advantageous.
- ✓ **Experience:** Minimum 3 years of working experience in a similar role. Prior experience working in a training institution/academy a Human Resources department or a legal/law environment is highly prioritized.
- ✓ **Driver's License:** Possession of a valid **Code 8** or **Code 10 driver's license** is essential.
- ✓ **Computer Skills:** Must be highly proficient in typing, MS Office (Excel, Word, PowerPoint, Outlook), and virtual meeting platforms (Zoom & Teams).

Core Attributes Required:

- ✓ Exceptional, proven time management and organizational capability.
- ✓ Uncompromising attention to detail, accuracy and speed.
- ✓ Strong work ethic with a proactive mindset (**"get it right the first time"**).
- ✓ Discretion and absolute confidentiality when dealing with executive, learner or legal documentation.

KEY DUTIES & RESPONSIBILITIES

- ✓ **Filing & Document Control:** Establish, maintain, and manage highly effective and efficient electronic and physical filing systems to ensure immediate and accurate access to training data, compliance documents and institutional correspondence.
- ✓ **Executive & PA Support:** Provide seamless administrative support to management, including effective diary coordination, travel bookings, and meeting logistics.
- ✓ **Travel:** Must be willing and able to travel locally as required. Occasional travel outside Durban may be required.
- ✓ **Minute Taking & Reporting:** Take accurate minutes during board, academic committee or confidential staff meetings and prepare polished management documentation.

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- ✓ **Stakeholder Liaison:** Act as a professional point of contact, liaising and communicating accurately with students, corporate clients, facilitators and regulatory partners.
- ✓ **Office Administration:** Ensure the daily, smooth-running operational efficiency of the academy office environment.
- ✓ **Training Coordination:** Assist with the end-to-end booking, planning, logistics, and coordination of national QCTO occupational qualifications and skills development programs

REMUNERATION

Salary: TBD

APPLICATION PROCESS

Please email your detailed CV in Word format, quoting the relevant reference number **(HMC-106-64)** in the subject line, to **recruitment1@hughesmanagement.co.za**. Applications submitted without the correct reference number will not be reviewed.

Correspondence will only be conducted with short-listed candidates. Should you not hear from us within **ten (10)** days after the closing date, please consider your application unsuccessful.