



The Master Builders Association - Western Cape founded in 1891, is an autonomous trade association for employers in the building industry. Membership comprises some 400 companies in the Western Cape, most of them who are either builders, specialists trade contractors, merchants and manufacturers.

The MBA, apart from campaigning tirelessly for improved standards in the industry, lends its voice to and participates in all matters pertaining to issues which affect the daily business of its' members thus ensuring that the reputation of the industry in the Western Cape remains high and that investments in building is therefore attracted to it.

MBAWC seeks suitable applicants to fill the vacancy:

## Personal Assistant to the Executive Director

**Western Cape – Rondebosch area  
Market Related Package**

### **Job Requirements:**

- At least 10 years relevant experience as an executive PA (construction industry experience would be advantageous)
- Qualification in Administration/Secretarial and proven track record in similar role in executive-operated environment
- Strong attention to detail
- Excellent writing skills in English and one or more other official language.
- Excellent time management skills
- Strong Interpersonal relation skills
- Excellent Computer Skills
- Passionate, integrity, positive attitude, mission driven and self-directed

### **Duties include:**

- Support Director in all relevant duties
- Business Communications (verbal and written) at high level to various parties
- Above average organizational skills to manage events and meetings (Note that this function entails at least 40% of the job content)
- The incumbent must be willing to manage and attend all events on arranged premises, therefore must have a drivers licence and own transport
- Dealing and routing queries to applicable department in a diplomatic manner.
- Keep Executive Directors' diary and assist and manage in all travel and accommodation requirements.

The Master Builders and Allied Trades' Association is an Equal Opportunity Employer

**Contact: Send CV's to Ronel van Tonder at [Ronel@bdce.co.za](mailto:Ronel@bdce.co.za) or  
Andre Cilliers at [Andre@bdce.co.za](mailto:Andre@bdce.co.za) • Fax to: 021 979 2157 • Enquiries at: 021 975 1107**

**Closing date for applications: 23 November 2018**

**[www.mbawc.org.za](http://www.mbawc.org.za)**