

Role Regional Coordinator and Executive Assistant (PTA) for the Private Bank division

Description

We are looking for a Regional coordinator and Executive Assistant to assist in supporting the implementation of the Pretoria regional strategies in line with the overall Investec's group strategy and objectives through coordination, influence and support to the business leaders. Utilizing a combination of excellent administration, coordination and project management skills alongside strong financial services business competence and strong analytical skills. The person works comfortably with leaders at the most senior level. The role consists of a strategic coordination element and an administrative element and provides support for our Pretoria, Mbombela and Bloemfontein offices (remotely). The role requires physical presence and is based in Pretoria.

The role involves two core focuses: 1) Strategic Coordination

- A highly commercial aptitude with strong strategy, financial and process implementation skills. Understanding change management and appreciating how this would live within the context of Investec would be valuable in the role
- Works with cross-region and supports collaborations within the leadership team to articulate objectives and deliverables
- Work closely with the Pretoria P&O Regional Head on various people initiatives and administration
- Effective relationship management with team leaders, key stakeholders, key clients, and national counterparts. Providing feedback and recommendations to stakeholders
- Plan, coordinate and organise regional initiatives
- Drafting reports and presentations
- Exercises a sense of priority and awareness for high impact meetings, and urgent business needs, and ensures follow-up
- Drafting reports and presentations, formatting, and checking of documents. Good PowerPoint presentations and Excel worksheets skills.
- Partnering with Marketing to coordinate clients for internal integration & marketing/eventing purposes across our Regional Strategies.
- Planning, coordinating, and documenting of regional meetings and events as requested by the various Business

Units (incl. managing attendees, reading material, arranging logistics, catering/refreshments, venues, video conferencing, equipment, minute taking). Exercises a sense of priority and awareness for high impact meetings, and urgent business needs, and ensures follow-up.

2) Regional coordination and administration

- Planning of internal regional events from beginning to end e.g. Regional updates, team lunches, off-sites, farewells,

strategy sessions and celebratory functions.

- Manage Outlook calendar for the Regional Head. Monitor both incoming and outgoing email calendar requests

ensuring that adequate prompts and reminders are in place for when deadlines are due. Travel arrangements for the Regional Leadership team

Client Culture: The organisation looks for intelligent, energetic people filled with passion, integrity and curiosity. They value individuals who in turn value the culture that is, a flexible attitude comfortable to live with ambiguity and willing to challenge the status quo. Diversity, talent and leadership are respected in pursuit of the growth of the business. People who can manage themselves and build strong relationships in order to get things done, will perform in out of the ordinary ways in the environment.