

Job Title	Management Personal Assistant
Division	Hospital
Location	Hoedspruit Private Hospital
Reporting Structure	Hospital Manager

Job Summary

As the Management Personal Assistant at Hoedspruit Private Hospital, you will provide comprehensive administrative assistance to the hospital's leadership team while also supporting marketing and promotional activities. Your role will involve managing schedules, coordinating meetings, handling correspondence, and assisting with marketing initiatives to promote the hospital's services and enhance its brand awareness. Taking and typing of minutes of meetings, managing diaries, typing presentations and spreadsheets

Requirements

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Attention to detail and accuracy in work.
- Ability to maintain confidentiality and handle sensitive information.
- Knowledge of marketing principles and practices is a plus.
- Flexibility and adaptability to changing priorities
- Punctuality, discretion and confidentiality

Qualifications

- High school diploma or equivalent. A degree or certification in Office Management, or a related field is preferred but not required.

Experience

- Previous experience in an administrative or personal assistant role is advantageous.
- Experience in healthcare or a related industry is beneficial but not required

Responsibilities

- Provide administrative support to the hospital's leadership team, including managing calendars, scheduling meetings, and handling correspondence.
- Coordinate travel arrangements and accommodations for executives as needed.
- Prepare and organize documents, reports, presentations, and other materials for meetings and presentations.
- Assist with project management tasks, such as tracking deadlines, coordinating team efforts, and monitoring progress.
- Maintain confidential files and records, ensuring accuracy and compliance with privacy regulations.
- Assist with marketing and promotional activities, including social media management, content creation, and event coordination.
- Collaborate with the marketing team to develop marketing materials, including brochures, flyers, and advertisements.
- Assist with the organization and execution of marketing events, such as health fairs, community outreach programs, and hospital tours.
- Monitor and respond to inquiries and comments on social media platforms and other marketing channels.
- Conduct market research and analysis to identify opportunities for promoting hospital services and reaching target audiences.
- Assist with tracking marketing metrics and analyzing campaign performance to inform future marketing strategies.
- Provide general administrative support to the marketing department, such as data entry, file management, and inventory tracking.

Company needs

As the Management Personal Assistant, you will play a vital role in supporting the hospital's leadership team of Hoedspruit Private Hospital. The company needs someone who is organized, efficient, and capable of managing multiple tasks simultaneously. Your ability to provide administrative assistance will be essential in promoting the hospital's services and maintaining its reputation as a leading healthcare provider in the region. Your role is critical in helping the hospital achieve its goals and objectives through effective communication, coordination.

Hoedspruit Private Hospital is an equal opportunity employer.

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to careers@hphospital.co.za

Please Note:

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.