





Executive Assistant

 Join Our Growing Team – Be Part of Something Big!

 Location: Windhoek

 Company: Alensy Energy Solutions (Pty) Ltd

 Closing Date: 12 March 2025

We are expanding—and we want **YOU** to be part of our success story! As we take on bigger projects and grow our business, we are adding key roles to our team to support this growth. We are looking for a dedicated and highly organised Executive Assistant to the CEO to support our CEO in managing their busy schedule and critical tasks. If you are a proactive problem-solver with exceptional attention to detail, we want to hear from you!

Purpose of the Role

As the Executive Assistant to the CEO, you will be at the heart of the executive team, providing essential administrative support and ensuring smooth communication and operations at the highest level. You will be responsible for handling sensitive information, managing the CEO's schedule, and organising high-priority tasks.

Qualifications & Experience

Minimum Requirements:

- Experience as a Personal Assistant or Executive Assistant.
- Valid Driving Licence.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and other productivity tools.
- Strong verbal and written communication skills, with the ability to interact with high-level executives.
- Ability to handle multiple tasks and prioritize in a fast-paced environment.
- Exceptional organizational skills and attention to detail.


- ✓ Discretion and the ability to manage confidential information.
- ✓ A proactive attitude and ability to anticipate the needs of the CEO.
- ✓ Problem-solving skills with a positive, can-do attitude.
- ✓ Ability to work under pressure and handle multiple deadlines.

Preferred Requirements:

★ Proven experience as a Personal Assistant or Executive Assistant, preferably at a senior level.

Key Deliverables & Functions

- **Calendar Management:** Organise and manage the CEO's calendar, ensuring that all meetings and appointments run smoothly.
- **Communication:** Act as the primary point of contact between the CEO and internal/external stakeholders, ensuring timely and efficient communication.
- **Travel Arrangements:** Coordinate complex travel arrangements, including flights, accommodations, and itineraries.
- **Document Preparation:** Draft, proofread, and prepare correspondence, presentations, and reports for the CEO's meetings.
- **Meeting Coordination:** Schedule and organise meetings, ensuring the CEO is well prepared with relevant materials and information.
- **Project Support:** Assist in tracking and managing key projects and initiatives under the CEO's guidance.
- **Confidentiality:** Handle sensitive information with the utmost discretion and professionalism.
- **Task Prioritization:** Ensure the CEO's daily tasks and priorities are effectively managed and executed.

 **Apply now!** Send your CV with the subject “**Executive Assistant – [Your Name]**” to hr@alensy.energy

If you have not been contacted within two weeks of the closing date, please consider your application unsuccessful.