Western Province Bowls

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3 October 2021

WP Bowls Circular 2021-58

District Secretary Vacancy

Western Province Bowls has a vacancy for a District Secretary and is inviting applications from members of the WP district.

Main Responsibilities

- Answering phone calls and emails
- Managing the daily/weekly/monthly agenda and action lists
- Preparing and disseminating correspondence and other information
- Support and facilitate the completion of regular reports
- Making travel arrangements
- Preparing agendas and taking minutes of meetings

Job brief

- As the District Secretary you will assume the duty of clerical and administrative support to optimise workflow procedures in the district.
- You will assist colleagues and executives by supporting them with planning and distributing information.
- You will be the point of reference for all queries, requests or issues and will be an integral part of the district's workforce.

Requirements

- Experience as a Secretary or Administrative Assistant
- Multi-tasking and time management capabilities
- Excellent written and verbal communication skills
- Integrity and professionalism
- Proficiency in MS Office
- Registered member of WP Bowls

Job Details

- Working hours will be Monday to Friday from 8:00 to 12:00, plus approximately 5 hours a month for attending executive meetings
- 15 days of paid annual leave, plus 1 day per year employed to a maximum of 20 days
- Salary of R7500 per month

Applications

- Please submit a CV and covering letter to WP Bowls at admin@wpbowls.co.za

Kind Regards,

Gerrit van Milligen
President
(On behalf of the WPB Executive)