



neXgro is currently in search of a **Personal Assistant** to assist our Exco team and provide secretarial and administrative support in a well-organized and timely manner. neXgro SA is a transparent track and trace data Agtech company.

The head office is in Krugersdorp, but the group has a national footprint, and provides a wide spectrum of grain-related services to producers and food processors.

Key Responsibilities:

Personal Assistant Responsibilities

- ❖ To provide personalised secretarial and administrative support in a well-organised and timely manner
- ❖ Co-ordination of all travel arrangement and itineraries
- ❖ Travelling with the Managers/Directors to take notes or dictation at meetings or to provide general assistance during presentations
- ❖ Draft communication including but not limited to emails and letters as required
- ❖ Provide general secretarial support to assigned Executives
- ❖ Prepare and edit documents, presentations, and reports
- ❖ Support with the co-ordination of diaries
- ❖ Boardroom management
- ❖ Organising and coordinating company events, meetings, functions, golf days and special projects
- ❖ Reminding the manager/executive of important tasks and deadlines
- ❖ Liaising with staff, suppliers, and clients
- ❖ Miscellaneous tasks to support Managers, which will vary accordingly
- ❖ Assist with all marketing related items
- ❖ Grocery & stationery management and ordering
- ❖ Facility Management (aircon, pest control, alarm system, garden service, photocopy machines, gas, blinds, keys, housekeeping, plants, fridges, coffee machine etc)
- ❖ Arranging of all refreshments for all meetings, functions etc
- ❖ Gifts for staff
- ❖ Overseeing cleaners and gardener daily schedules
- ❖ Act as liaison between clients and the company
- ❖ Execution and full support of general office administration
- ❖ Ad hoc duties

neXgro ® (A registered trademark of neXgro Holdings (Pty) Ltd)

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www.nexgro.co.za (For a full overview of our POPIA policy, list of Group companies and respective directors)



Desired Experience & Qualification

- ❖ Matric and Secretarial Diploma or equivalent
- ❖ 3+ years' relevant experience
- ❖ Strong Communication skills
- ❖ Must have a valid driver's license and Own transport
- ❖ Deadline driven
- ❖ Microsoft skills (Word, Excel, Powerpoint & Outlook)
- ❖ Canva
- ❖ Time management skills
- ❖ Ability to multitask and prioritize daily workload
- ❖ Well-groomed and possesses professionalism
- ❖ Discretion and confidentiality
- ❖ Must be proactive and flexible
- ❖ Must be able to take initiative

Interested applicants should send their resumes to: **recruitment@nexgro.co.za** before or on **30 April 2026**. Due to the large number of applications, we receive, only shortlisted candidates will be contacted. If you have not had any response in two weeks, please consider your application unsuccessful.