

Designation:	Administrative Assistant Gqeberha, Eastern Cape Permanent
Category:	Administration and Operations
Job Level:	Semi-skilled and discretionary decision making
Posted by:	PSG Financial Services
Posted on:	11 Sep 2026
Reference Number:	POS39793
Closing date:	21-Sept-2026
Position Type:	Permanent
Location:	Port Elizabeth Conyngham Road

Overview:**VACANCY | ADMINISTRATIVE ASSISTANT | GQEBERHA, EASTERN CAPE | PERMANENT**

PSGs commitment to transform and embrace diversity is what drives us to achieve a diverse workplace with employment equity as a key goal to create an inclusive workforce. In achieving our employment equity goals, we give preference to applicants from designated groups, and we encourage people with disability to apply.

Job description:

To provide an effective office assistant function to the office through reliable support, office administration, reception and switchboard duties and client administration.

Responsibilities:

- Office administration:
- Purchase/ order general supplies
- Organize couriers
- Attend to client follow up calls when required in relation to seminar and function attendance.
- Manage Adviser diaries

Reception duties:

- Answering/redirecting all incoming calls, taking messages.
- Boardroom meeting reservations
- Meet and greet all clients and visitors to the office
- Arrange appointments with clients or prospects on behalf of Adviser

Client administration:

- Ensure adequate knowledge of product provider websites and contact numbers
- Uploading and updating client information
- Produce any documents or correspondence as required
- Prepare prospective client files as needed
- Prepare and file new customer files as needed
- Generate investment statements/tax certificates as required
- Ensure all documents are loaded on the electronic system (MyPractice)
- Submit and follow through of new applications or changes

Minimum requirements:

- Grade 12
- 2 years+ administration experience within the financial services industry (Advantageous)
- Computer literacy and knowledge of MS Office – Excel and Word
- Fluent in written and spoken English and one other official South African language

Competencies required:

- Time management
- Teamwork
- Organising and planning
- Presentable
- Client service orientation

- Attention to detail

How to apply:

Candidates interested must apply on the PSG Careers website <https://www.psg.co.za> OR browse vacancies <https://bit.ly/3bD2iAk> by no later than 21 September 2026. By submitting your application, you are giving PSG Financial Services implicit consent to the storage and processing of your personal information. If you are not contacted within 2 weeks of your application, please accept that your application was unsuccessful.
