

	PERSONAL ASSISTANT & OFFICE ADMINISTRATOR		Architects Project Managers Green Building Specialist
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JOB DESCRIPTION

Job title: Personal Assistant & Office Administrator

About Dikeamo Architects

Dikeamo Architects is a Johannesburg-based, professional practice providing services across architecture, interior architecture, project management, workplace and tenant installations, sustainability and green building strategy.

Established in 2016, the practice works across corporate, commercial and development-led projects and is entering its next phase of organisational growth. We are looking for a highly organised, professional and proactive Personal Assistant & Office Administrator to provide direct executive support to the Founder and Managing Director while ensuring the efficient coordination of day-to-day office operations.

This is a hands-on role requiring someone who can bring structure, reliability, discretion and strong follow-through to a busy professional environment.

The Role

The Personal Assistant & Office Administrator will provide comprehensive support across four primary areas:

Office Operations | Executive Support | Internal Coordination | Brand & Visibility Support

The primary focus of the position is the effective administration of the office and executive support to the Managing Director. The successful candidate will also provide limited coordination support for internal communications and the Managing Director's professional profile and industry visibility.

This role would suit an organised and resourceful individual who enjoys making things happen behind the scenes, takes ownership of administrative processes and is comfortable working closely with senior leadership.

Key Responsibilities

1. Office Administration & Operations

Take responsibility for the effective day-to-day administration and coordination of the Dikeamo office. Responsibilities include:

- Coordinate general office administration and ensure that administrative requirements are attended to timeously.
- Maintain organised electronic and physical filing and record-management systems.
- Coordinate office supplies, stationery, equipment and general office requirements.
- Liaise with suppliers and service providers and follow up on outstanding administrative matters.
- Assist with obtaining quotations, purchase requests and maintaining supporting documentation.
- Coordinate couriers, deliveries and document collections where required.
- Maintain relevant office registers, administrative trackers and schedules.
- Assist with travel arrangements, accommodation and associated logistics.
- Coordinate meeting rooms, internal meetings, workshops and company events.
- Support onboarding and offboarding administration for employees.
- Assist with maintaining employee and administrative records in coordination with the relevant responsible persons.

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- Support leave, training, staff-event and general HR administration where required.
- Assist with company compliance and administrative documentation.
- Maintain confidentiality of company, employee, financial and client information.
- Identify administrative issues requiring attention and proactively follow through to resolution.
- Support the implementation and maintenance of Dikeamo's administrative procedures and quality-management requirements.

2. Executive & Personal Assistant Support

Provide structured administrative and coordination support to the **Founder and Managing Director**.

Responsibilities include:

- Manage and coordinate the Managing Director's diary, meetings and appointments.
- Prioritise diary commitments according to business and executive priorities.
- Coordinate meeting invitations and confirm attendance and logistics.
- Prepare meeting packs, agendas, briefing information and supporting documentation where required.
- Take minutes and maintain action registers for selected meetings.
- Track decisions, commitments and delegated actions and follow up with responsible parties.
- Maintain a structured MD action and follow-up register.
- Draft routine correspondence and prepare first drafts of emails for review.
- Screen and appropriately prioritise administrative requests directed to the Managing Director.
- Coordinate travel arrangements, itineraries and associated documentation.
- Maintain organised records of key contacts and stakeholder information.
- Prepare the Managing Director ahead of important meetings by consolidating relevant correspondence, documents, actions and background information.
- Protect appropriate diary time for strategic planning, business development, client relationships and leadership responsibilities.
- Assist the MD in maintaining visibility over deadlines and commitments without requiring constant personal follow-up.

A key measure of success will be the candidate's ability to help the Managing Director remain organised, prepared and focused on high-value leadership responsibilities.

3. Internal Coordination & Communication

Support effective communication and administrative coordination between the Managing Director and the wider Dikeamo team.

Responsibilities include:

- Assist with coordinating management and staff meetings.
- Prepare agendas and consolidate information required for meetings.
- Maintain action registers and follow up on agreed actions.
- Assist with coordinating monthly or periodic MD/team communications.
- Gather project, operational and organisational updates from relevant team members.
- Maintain a record of significant staff and business achievements, professional registrations, qualifications, project milestones and client acknowledgements.
- Assist leadership with recognising team achievements and important milestones.
- Support internal events, staff engagements, training sessions and workshops.
- Help ensure important leadership communications and administrative requirements are consistently followed through.

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4. Brand & Professional Visibility Support

Support the Managing Director's professional positioning and Dikeamo's external visibility. This is primarily a coordination and administrative function, rather than a dedicated marketing or social-media role.

Responsibilities may include:

- Maintain an organised library of the Managing Director's approved professional biographies, photographs, CVs, professional registrations and profile information.
- Maintain Dikeamo's approved company profiles, credentials and selected project information in coordination with management.
- Maintain a simple professional visibility and content calendar.
- Record potential content ideas arising from projects, industry developments, conferences and MD engagements.
- Coordinate approved LinkedIn posts and other professional communications.
- Assist with sourcing and organising photographs and supporting material for approved professional content.
- Maintain a tracker of relevant conferences, industry events, speaking opportunities, awards and professional engagements.
- Monitor submission and registration deadlines and coordinate supporting documentation.
- Assist with speaker biographies, conference information and professional-profile submissions.
- Maintain an organised stakeholder/contact database for relevant industry relationships.
- Coordinate agreed follow-ups after conferences, meetings and networking engagements.
- Conduct basic desktop research and consolidate background information for thought-leadership topics when requested.

Strategic positioning, technical opinions and thought-leadership viewpoints remain the responsibility of the Managing Director and relevant senior professionals.

Candidate Profile

We are looking for someone who is:

Highly organised. You naturally create order, keep accurate records and know where things are.

Proactive. You do not wait to be reminded repeatedly. You identify what needs to happen and follow it through.

Reliable. If you commit to completing something, leadership can trust that it will be completed or appropriately escalated.

Detail-conscious. You notice errors, inconsistencies, missing information and approaching deadlines.

Professional. You communicate appropriately with clients, consultants, suppliers, employees and senior executives.

Discreet. You understand that supporting a Managing Director gives you access to confidential business and personal information.

Resourceful. You are comfortable finding information, solving administrative problems and determining the appropriate next step.

Calm under pressure. You can manage competing priorities without losing control of the administrative fundamentals.

A strong communicator. You write professional emails, communicate clearly and know when something should be escalated.

Comfortable with accountability. You take ownership rather than assuming someone else will deal with an issue.

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Minimum Requirements

- Diploma or relevant tertiary qualification in Business Administration, Office Administration, Management, Communications, Marketing, Public Relations or a related field.
- Approximately 2–4 years' relevant experience in office administration, executive support, personal assistance or a comparable coordination role.
- Strong written and verbal English communication skills.
- Excellent Microsoft Office skills, particularly Outlook, Word, Excel and PowerPoint.
- Strong diary, document and electronic filing-management skills.
- Ability to draft professional correspondence.
- Strong attention to detail and proofreading ability.
- Ability to manage multiple deadlines and priorities.
- Professional telephone and stakeholder-management skills.
- Ability to handle confidential information appropriately.
- Ability to work independently while knowing when to escalate.

Advantageous Experience

Experience in any of the following would be beneficial:

- Architecture, engineering, construction, property or another professional-services environment.
- Supporting a Founder, Managing Director, CEO or other senior executive.
- ISO 9001 or quality-management environments.
- Professional-services proposals, tenders or capability documentation.
- LinkedIn or corporate content coordination.
- Canva or similar basic design tools.
- Event and conference coordination.
- CRM or stakeholder/contact-management systems.
- Basic HR administration.
- Project or action-tracking platforms.

Language skills required: Excellent English, reading and writing skills

Legal requirements: RSA Citizenship

Acceptance: Name, Surname, Signature & Date