



<https://bundi.co.za/job/personal-assistant/>

Personal Assistant

Job Location

Cape Town, South Africa

Role Description:

The full-time or part time position is based at our office in Durbanville, Cape Town with seasonal travel to Noordoewer, Namibia required during ad hoc or high season. This provides a unique opportunity to be hands on in both the planning and the execution of our guest experience.

The Personal Assistant will be responsible for providing executive administrative support, managing diaries, handling communication, and performing various clerical tasks. Day-to-day responsibilities include coordinating schedules, organizing meetings, managing emails and phone calls, and ensuring the smooth operation of day-to-day activities.

This role would suit someone with an intuitive sense of hospitality and aesthetics – someone who can introduce creative detail oriented enhancements to the camp layout, guest areas and overall atmosphere.

Qualifications:

- Experience in Personal Assistance and Executive Administrative Assistance
- Must have Accounting experience
- Strong Communication and Diary Management skills
- Proficiency in Clerical Skills
- Excellent organizational and multitasking abilities
- Ability to work independently and manage time effectively
- Previous experience in the tourism or hospitality industry is a plus
- High school diploma or equivalent; additional qualifications in office administration or related fields are advantageous

Remuneration:

Competitive salary package offered, with family-oriented accommodation option

Industry

Adventure Tourism

To Apply:

Download & Complete Application Form.

Send your CV and Completed Application Form to hr@bundi.co.za

Date posted

22nd August 2025