



Executive PA

Introduction to SOLA

SOLA is a 100% South African, vertically integrated renewable energy solutions provider, specialising in the development, construction and operation of solar PV and battery energy storage projects. We focus on partnering with the private sector to deliver clean energy to businesses across South Africa using cutting edge clean energy generation and storage technologies. We help our clients to grow and prosper through the adoption of low cost and reliable renewable energy, enabling them to meet their carbon reduction and sustainability targets. For more information, visit www.solagroup.co.za.

The overall purpose of the position:

The Executive PA provides high-level, comprehensive administrative and operational support to four executives. This role acts as a primary liaison, ensuring seamless time management, complex travel coordination, and end-to-end support for executive and committee meetings (EXCO). The ideal candidate is highly organized, proactive under pressure, and capable of handling sensitive, confidential information with complete discretion.

The role will primarily support the CEO (50% of his/her time will be spent on and with the CEO), with specific CEO support required encompassing

- Managing requests for meetings/tasks to be completed/signatures require, and events for business/family/friends across various communication channels (emails, Whatsapp and Slack);
- Scheduling the CEO's diary to accommodate important business meetings and tasks, international and domestic travel, all events (both work and personal), and personal and wellbeing hobbies (exercise, races)
- Supporting the CEO in managing personal administration (including tax, payments, holidays/visas)

In supporting the 3 MD's, the role will primarily encompass diary and meeting management, meeting preparation and travel management.

Reports to: CEO and 3 MD's (MD of SOLA Assets, the MD of Build and Chief Technical Officer, and the Chief Commercial Officer)

Location: Cape Town, South Africa

Summary of Responsibilities:

Calendar & Diary Management

- Proactively manage and coordinate four dynamic, high-density calendars to avoid scheduling conflicts and maximize daily efficiency.
- Prioritize meeting requests, manage gatekeeping respectfully, and resolve overlapping scheduling demands.
- Ensure all executives are fully prepared for daily commitments with relevant pre-read materials, agendas, and context.

End-to-End Travel Management

- Coordinate complex domestic and international travel itineraries, including flights, accommodation, ground transportation, and visas.
- Draft detailed, clear travel packs and agendas for each executive prior to departure.
- Handle real-time travel adjustments, emergency rebookings, and expense reconciliations following business trips.

POWERING POSITIVE ENERGY

SOLA GROUP (PTY) LTD | T: +27 (0)21 421 9764 | INFO@SOLAGROUP.CO.ZA | WWW.SOLAGROUP.CO.ZA

DIRECTORS: B. DAMES | C. HAW | D. CHENNELLS | D. WILLS | S. HAW | T. BOARDMAN | REG. NO 2012/042769/07

EXCO Pack Preparation & Governance Support

- Manage the end-to-end timeline for Executive Committee (EXCO) and leadership meetings.
- Collate, format, and quality-check presentation decks, reports, and financial packs submitted by departmental heads.
- Distribute finalized EXCO meeting packs securely and well in advance of scheduled meetings

Minute-Taking & Action Tracking

- Attend EXCO and executive-level meetings to take accurate, concise, and professional minutes.
- Draft and circulate finalized minutes and action items promptly post-meeting.
- Track key deliverables and follow up with responsible executives/teams to ensure action points are completed on time.

General Executive Support

- Draft, review, and edit confidential correspondence, memos, and reports on behalf of the executives.
- Screen incoming queries, phone calls, and emails, directing them to appropriate stakeholders when necessary.
- Collaborate with other departmental administrative teams to streamline workflow across the executive suite.

Key Performance Indicators

- Time Management & Prioritization: Ability to juggle competing priorities across four distinct executives without compromising accuracy.
- Precision Minute-Taking: Proven ability to synthesize complex strategic discussions into clear, actionable governance records.
- Discretion & Integrity: High level of confidentiality and professional integrity when handling sensitive corporate information.
- Communication: Exceptional written and verbal communication skills across all levels of the business.

Minimum Requirements:

- Experience: 10+ years of experience supporting C-suite executives, preferably within a multi-executive support environment.
- Must be fully proficient in English (verbal and written communication)
- Must be fully computer literate (MS Office Suite and Google App Suite)
- The ideal candidate will be passionate about the renewable energy industry and will embody respect and responsibility, while enjoying contributing to a team of highly knowledgeable professionals.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

To apply for this vacancy, please complete this [screening questionnaire](#) and send a copy of your CV to hireme@solagroup.co.za.

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