

*Millicent Matlenane – Assistant Office Manager, Sub-Saharan Africa***WHAT HAS YOUR JOURNEY BEEN WITH PAGEGROUP SINCE YOU JOINED?**

It's been an exciting 7 years with PageGroup with a lot of ups and downs which is normal in any career. I started working with Michael Page in 2013 and then with the support of my co-workers, moved on to pursuing a SETA Business Practice Certificate through leadership training in 2014.

In 2015, I had to leave the business from June to October. When I joined back in November 2015, with hard work and dedication towards my work, I managed to get promoted to Assistant Office Manager in July 2018, and since then it has been an exciting and challenging journey for me. Despite the fallout in between, I came back stronger because I believe in making no excuses.

IN 3 WORDS, HOW WOULD YOU DESCRIBE YOUR TIME AT PAGE?

1. Challenging
2. Progressive
3. Exciting

WHAT DO YOU LIKE ABOUT YOUR ROLE AT PAGE?

The best part about my role is that I get to support Consultants and Directors, ensuring smooth operations within the office. I also get to show my creative side by bringing in new ideas on how to upgrade the office. Recently, I was assigned to plan the office functions for Customer Connect which was a new and exciting opportunity presented to me.

WHAT DOES YOUR TYPICAL DAY LOOK LIKE?

As soon as I sit on my desk and start working, I must first make



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sure everything in the office is fully functional and ready for the Consultants and the Directors to use; I then proceed to executing my core deliverables which include creating POs, sourcing and dealing with suppliers; running background screenings on candidates; booking flights and accommodations for employees travelling for business purposes; supporting employees in the office with day to day tasks.

WHAT SKILLS HELP YOU OVERCOME CHALLENGES AT WORK?

There are 3 skills that help me daily:

1. **Time Management:** working in a sales environment, all tasks given to me are deadline-driven and urgent, so managing my time is very important
2. **Communicating** effectively
3. **Consistency**, when working on projects or day-to-day functions

WHO INSPIRES YOU TO DELIVER YOUR BEST?

Dr. May Ikeora motivates me because of a lot of reasons. Born in Nigeria, her journey to the limelight started when she won the Miss West Africa beauty pageant. After this, she moved to the UK to pursue her PhD. With a lot of back and forth between Nigeria and UK, she eventually moved back to her hometown in Nigeria with the intention of creating more employment opportunities, and became a self-employed businesswoman starting her own skincare line L'Avyanna Skin Naturals'. She inspires me because she is an avid fighter and believer of women's rights. Involved in the Green Girl campaign and an author of Bilateral Cooperation and Human Trafficking, she puts her beliefs into action to benefit everyone around her.