

POSITION DESCRIPTION

Hela Investment Limited

AM3758 - Administration Officer

Hela Provincial Government (HPG) has incorporated Hela Investment Limited as its business entity in May 2018 with Hela Provincial Government as a single shareholder. The core business activity is the investment and equity management for HPG.

HIL is inviting exceptional candidates to apply for the vital role of:

ADMINISTRATION OFFICER

The role is reporting to the Chief Financial Officer.

Key Responsibilities:

- Managing office supplies stock and placing orders
- Preparing regular financial and administrative reports
- Administration of company databases
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events.

Expected Competencies:

- Tertiary Diploma/University Degree in Secretarial studies; additional qualifications in Office Administration are a plus
- Have a minimum of 5 years of experience with proven work experience as an Administrative Officer
- Must have solid knowledge of office procedures with working knowledge of office equipment and office management
- Experience with office management software like MS Office (MS Excel and MS Word)
- Must have strong organization skills with a problem-solving attitude
- Must have excellent written and verbal communication skills with attention to detail
- Should be able to ensure the administrative activities run smoothly on a daily and long-term basis.

Applications close cob Friday 3rd May 2019

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview