

## Position Description

Vacancy Title: **Administration Clerk**

Location: **Labasa**

Reports To: **Regional Manager Northern Region (v 1.00)**

### Objective

Achieve efficient office administration outcomes requiring driving tasks. The Admin Clerk will be reporting to the Regional Manager and Finance Officer.

### Outcomes

#### Organisational Stakeholders

#### 1. Outcome

1). Efficient office administration of the TLTB Finance/Trust/Administration department

- All administration tasks to ensure the most efficient use of resources
- General administration services provided including mailing, message delivery, supply and building services
- Standard transaction reports provided and inquiries handled

2). Equipment maintenance

- Maintenance of all TLTB vehicles carried out

3). Customer Service

- Quality customer service provided to TLTB's external and internal clients of the Region

4). Personal Development

- Developed skills and knowledge base through training and learning
- Active participation in teamwork, sharing of information and proposing improvements

5). Demonstrate TLTB image and values standards at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards sustained

6). Efficient and effective delivery of any other assigned work.

### Responsibilities - Key Competencies

Competence	Description
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

### Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Senior Secondary School - University Entrance	Form 7 pass	
<b>Preferred</b>		
Certificate	Business Studies	
<b>Desirable</b>		
Degree	Accounting/Business Studies or related field is mandatory	

### Work Knowledge and Experience

- 2 years of relevant experience related to specific activities
- Demonstrates well developed communication skills and ability to organise and manage time and achieve deadlines

- Understanding of accounting procedures and processes
- Experience in working with computerised accounting systems
- Demonstrated success in improving quality of customer service
- Evidence of commitment to team work and establishes high personal standards
- Good knowledge of OHS and relevant regulations
- High standard of computer literacy and report writing skills

## Requirements

### Language Proficiency

Excellent command of English

### Regulatory Compliance Requirements

Drivers Licence

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All staff	
	Area Managers	
<b>External</b>		
	Suppliers	
	Contractors	

## Attributes

### Behavioural Styles

- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.
- Reliable: Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

- Team Oriented: Enjoys being with others as part of a group or team.
- Customer/Client Focused: Focused on client and customer satisfaction and ensuring high levels of service are maintained at all times

### Thinking Styles

- Initiative: Takes action and makes decisions without the help or advice of other people.
- Well organised: Controls tasks in a well thought out and critical manner.

## How To Apply

Apply Online Through HRmonise

## Contact for Enquiries

Contact Name: Seruwaia Bolatini

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Further Contact Information: 3312733

Closing Date: 25 Oct 2024