

Position Description

Vacancy Title: **Executive Assistant to the CEO/Director**

Location:

Reports To: **None**

Objective

The Executive Assistant to the CEO/Director ensures the smooth and efficient operation of the CEO/Director's office and contributes significantly to the overall effectiveness of the executive leadership team by managing complex schedules, handling sensitive information with professionalism, and supporting strategic company success.

Outcomes

Organisational Stakeholders

1. Financial Administration

- Assisted with expense reporting, budget tracking, and invoice processing.
- Ensured accurate and timely financial record-keeping in accordance with company policies and procedures.
- Prepared expense reports for the CEO/Director and assisted with budget preparation.
- Monitored expenditures and identified opportunities for cost savings.

2. Business Process Management

- Provided comprehensive support for board meetings, including preparation of materials, coordination of logistics, and management of communications.
- Maintained and updated various databases, ensuring data accuracy and integrity.
- Undertook ad-hoc projects as assigned by the CEO/Director, demonstrating flexibility and adaptability.
- Adhered to company policies and procedures, strictly maintaining confidentiality, data security, and ethical conduct.

3. Learning and Growth

- Stayed updated with the latest office software and digital tools to enhance productivity.
- Attended workshops or courses to improve proficiency in necessary technologies.
- Developed leadership abilities through training programs in leadership and management styles.
- Participated in crisis management training to support the CEO/Director during unforeseen events.
- Enhanced cultural awareness and sensitivity, particularly for international engagement coordination.
- Improved emotional intelligence through workshops focused on emotional awareness and empathy.
- Received training to enhance strategic thinking and contribute to strategic planning.
- Developed skills in data analysis and report presentation using data visualization tools.
- Attended industry networking events to strengthen relationships with key stakeholders.
- Undertook time management training to better manage the CEO/Director's demanding schedule.
- Improved public speaking skills to facilitate presentations on behalf of the CEO/Director.

4. Customer Service and Relationship Management

- Cultivated and maintained strong working relationships with internal and external stakeholders, acting as a brand ambassador for Asco Motors Fiji.

5. Executive Management Support

- Managed the CEO/Director's complex schedule, proposing solutions for potential conflicts.
- Organized and managed all aspects of domestic and international travel for the CEO/Director.
- Coordinated and managed all internal and external meetings, including scheduling and agenda preparation.
- Provided comprehensive support for special projects and initiatives directed by the CEO/Director.
- Maintained a well-organized office environment for the CEO/Director, managing supplies and equipment.
- Maintained accurate and confidential records of all communications and financial information.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Competence	Description
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Administration, Business Administration, Management Studies	
Desirable		
Certificate	Administration, Business Administration, Management Studies	

Work Knowledge and Experience

- Minimum of 3 years of progressively responsible experience as an Executive Assistant to a senior executive within a large, multinational corporation or automotive industry.
- Proven experience supporting a C-suite executive in a demanding environment.
- Advanced proficiency in Microsoft Office Suite and other relevant software applications.
- Experience with project management software, CRM systems, and database management.
- Experience with international travel arrangements and foreign currency exchange.

Requirements

Language Proficiency

- Excellent command of English

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Board of Directors	
	Chief Executive Officer	
	Management Team	
	Business Units	
External		
	Visitors & Customers	

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.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Concrete thinker	Focuses on the tangible experiences of actual things or events.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Salote Nasome

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Further Contact Information: --

Closing Date: 14 Jul 2025