

## Position Description

Vacancy Title: **Human Resources Administrator**

Location: **Nadi**

Reports To: **None**

### Objective

The Human Resources Administrator plays a key role in driving strategic talent initiatives and ensuring effective administration of HR policies. This position oversees employee contract management, payroll operations, and performance processes to support organisational goals. Reports to Manager People, Organisation, Development & Culture (MPODC).

### Outcomes

#### Organisational Stakeholders

##### 1. HR Operations Management

- Payroll functions, employee contracts, and benefits administration, including medical, term life, and retirement plans ensured.
- Relevant HRM system modules controlled and updated for accurate employee records and organizational changes.

##### 2. Compliance and Legal Adherence

- Policies and labour law compliance ensured in all HR activities and procedures.
- Orientation activities organized and onboarding checklist completed for new employees.

##### 3. Data Analysis and Reporting

- Periodic HR dashboard, reporting, and presentations on HR metrics prepared and verified.
- Internal databases updated to ensure audit compliance with policies and SOPs.

##### 4. Documentation and Communication

- Key HR documents, like employment contracts and new hire guides, prepared.
- External partner communication, including insurance vendors, managed for legal compliance.

##### 5. Talent Management and Development

- Monitoring and evaluation reports on onboarding, performance management, and exit processes produced.
- Workforce data analyzed to identify trends and develop workforce strategies.

##### 6. HR Advisory and Engagement

- Employee queries on contract matters responded to promptly.
- Engagement with management on HR functional areas for guidance provided.

##### 7. Fiji Airport's image and value standards demonstrated and promoted

- Integrity modelled in all actions, ensuring behaviour reflects Fiji Airports' ethical and professional standards.
- Collaboration promoted across teams and stakeholders, strengthening internal and external relationships.
- Customer-centric approach delivered, enhancing guest experience and reinforcing the organisation's reputation.
- Innovation supported, contributing ideas and practices that advance operational excellence.
- Sustainability and inclusivity demonstrated, reflecting Fiji Airports' values in everyday work.
- Fiji Airports' image upheld, acting as an ambassador for the organisation as the "World Class Aviation Hub for the Blue Pacific".

### Responsibilities - Key Competencies

#### Competence

#### Description

#### Business

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.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Competence	Description
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
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.
Learning	Develop the competencies of self and others to enhance performance.

#### Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Human Resource Management	or a related field.

## Work Knowledge and Experience

- Minimum of 5 years of experience in HR reporting, metrics, and people database management.
- Proven work experience as an HR Administrator, HR Administrative Assistant, or relevant role.
- Proficiency in HR software, like HRIS or HRMS.
- Thorough knowledge of Labour laws.
- Computer literacy in MS Office applications.

## Requirements

#### Language Proficiency

- Excellent command of English

#### Professional Associations

- Membership of appropriate Professional Institution

#### Regulatory Compliance Requirements

- Police Clearance

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
	Management Team	
<b>External</b>		
	Statutory Authorities	
	Suppliers	

## Attributes

#### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
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.
Perceptive	Shows keen insight and understanding of issues or situations.
Team	Enjoys being with others as part of a group or team.
Oriented	

### Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
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

To apply, please submit your CV and a cover letter explaining your interest in this position and highlighting your relevant experience. Please include three professional referees. Applications must be submitted through the link provided. Emailed applications will not be accepted.

## Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: [leonarda@maxumise.com](mailto:leonarda@maxumise.com)

Further Contact Information: Maxumise Office Ph: 3303137 | 7733137

**Closing Date:** 26 Oct 2025