centrecom

Position Description

Vacancy Title: Centrecom Talent Pool - EOI
Location:

Objective

The role will be responsible for executing tasks assigned by the Supervisor in a timely and efficient manner, supporting daily operations within its allocated department.

Outcomes

Organisational Stakeholders

1. Efficient Execution of Responsibilities

- Assigned tasks completed in a timely and efficient manner, in line with departmental expectations.
- Work output consistently meets quality standards.

2. Effective Support of Departmental Operations

- Daily operations in the allocated department reliably supported through completion of assigned duties.
- Contributions to team projects and activities provided consistently.

3. Delivery of Quality Customer and Stakeholder Servicent

- Internal and external clients assisted professionally and courteously.
- Requests and inquiries handled accurately, ensuring client satisfaction.

4. Accurate Maintenance of Records and Reporting

- Documentation of tasks and project activities maintained with accuracy.
- Reports and updates submitted as required to support departmental decision-making.

5. Centrecom's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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
Customer	
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.
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.
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
Preferred		
Other	Accounting and Finance, Business Administration, Business and Management, Information Technology, Human	

Resource Management, Law, Customer Service, Front Office

Work Knowledge and Experience

Basic understanding of professional workplace practices and expectations.

Familiarity with common office software and digital communication tools.

Foundational knowledge in their chosen area of work (e.g., IT, Customer Service, Sales, Administration).

Eagerness to learn and develop practical skills on the job.

Ability to follow instructions and work collaboratively in a team environment.

Strong willingness to adapt to organisational processes and systems.

Exposure to structured training or academic projects that demonstrate problem-solving, communication, or analytical abilities.

Requirements

Language Proficiency

Fluency in both written and spoken English

Must have excellent written and oral skills.

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Team members	
External		
	Customers & clients	

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.

How To Apply

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Contact for Enquiries

Contact Name: People & Culture Team

Contact Email: mavnish.kumar@centrecom.com.fj

Further Contact Information: --

Closing Date: 31 Mar 2027