
Position Description

Vacancy Title: **Office Executive**

Location: **Denarau**

Objective

The Office Executive is responsible for delivering high-level administrative support to the CEO and front office administrative support to ensure the smooth operation of daily tasks in the office. The role demands strong organizational skills, attention to detail effective communication and a commitment to confidentiality. The incumbent is tasked with implementing and enforcing marina policies and procedures, ensuring exceptional customer service and customer satisfaction. The position reports directly to the CEO and involves continuous collaboration with the management team.

Outcomes

Organisational Stakeholders

1. Administration support performed efficiently

Administrative Support:

- o Provide administrative assistance to ensure the effective operation of the office.
 - o Manage and organize office files, documents, and records.
 - o Handle incoming and outgoing correspondence, emails, and phone calls.
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2. Teamwork and cooperation

Scheduling, Coordination and Communication:

- Schedule and coordinate meetings, appointments, and travel arrangements for executives and team members.
 - Maintain office calendars and ensure timely reminders for important events and deadlines.
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 - Actively plan, organize, lead and manage corporate social responsibility aspects of the business in liaison with CEO and management.
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3. Office Maintenance and up Keep

Office Maintenance, Visitor Management and Meeting Support

- Ensure the office environment is clean, organized, and well-maintained.
 - Oversee office supplies and equipment, replenishing as needed.
 - Coordinate with relevant vendors for office maintenance.
 - Greet and assist visitors, clients, and employees.
 - Manage the reception area and ensure a professional and welcoming atmosphere.
 - Prepare meeting agendas, documents, and presentations.
 - Attend meetings, take minutes, and distribute meeting notes as required.
 - Ad-hoc information request by superiors addressed in a timely manner
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4. Record Keeping and Problem Solving

Data Entry, Record Keeping and Problem Solving:

- Input and update data into various databases and systems.
 - Maintain accurate and up-to-date records of office activities.
 - Address and resolve administrative issues as they arise.
 - Collaborate with team members to find effective solutions.
 - Confidentiality maintained with information handling
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5. PDML's image and values demonstrated and upheld at all times

- Image and value standards demonstrated and maintained
 - Work cooperatively as part of the management team
 - Engender a sense of:
 - o Cooperation, efficiency and productivity
 - o Workforce awareness of safety, health, security and environment
 - Support toward the alignment of deliverables to organisational values and strategic directions ensured
 - Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured
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Product's Stakeholders

1. Statutory and operationally compliant organisation (department / division)

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business Administration	
Preferred		
Certificate	Front office certificate	Including Diploma

Work Knowledge and Experience

- Ability to plan, organize and maintain office and related functions.
- Proven experience in carrying out office administration role.
- Knowledge of modern Office methods, equipment and procedures and is proficient in the use of Microsoft Office applications
- Prior front office managerial and customer service skills
- Ability to establish and maintain effective communication and working relationships internally and externally.

Requirements

Language Proficiency

- Excellent command of English

Regulatory Compliance Requirements

- Drivers Licence

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Chief Executive Officer	
	Management Team	
External		
	Auditors	

Type	Interaction	Comments
	Business clients	
	Contractors	
	Customers	
	Emergency and Rescue Agencies	
	Government Officials	
	Regulators	
	Statutory Authorities	
	Suppliers	
	Tenants	
	Training Institutions	

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.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Innovative Devises new and creative ways to do things comes up with original ideas.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Perceptive Shows keen insight and understanding of issues or situations.
- Realistic Shows concern for facts and reality, rejecting the impractical.
- 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.
- Initiative Takes action and makes decisions without the help or advice of other people.
- Well Organized Controls tasks in a well thought out and critical manner

How To Apply

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Contact for Enquiries

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Closing Date: 22 May 2026