

Position Description

Vacancy Title: **Content Administrator - Ecommerce [Suva]**

Location: **Suva**

Reports To: **None**

Objective

Pacific Centrecom promotes growth for all of its employees by providing opportunities for growth. We want you to be successful at Pacific Centrecom, and we will strive to provide succession planning as well as development opportunities where possible. Employees of the company now have a wonderful opportunity to take advantage on.

Outcomes

Organisational Stakeholders

1. Content Creation and Management Excellence

- Coordinate, create, maintain and publish high-quality customer facing content aligned with brand standards
- Demonstrate strong editorial skills in developing SEO-optimized product descriptions
- Manage sensitive product information with professionalism and attention to detail
- Generate value through content that enhances customer experience and drives engagement
- Communicate product data accurately across all platforms with high consistency

2. Quality Assurance and Professional Development

- Maintain ongoing content review and self-improvement commitment
- Seek and respond to feedback constructively
- Build strong collaborative capabilities with content stakeholders
- Support and interact with cross-functional teams
- Continuously improve content management expertise
- Adapt to dynamic publishing standards and evolving eCommerce environment

3. Safety and Organizational Responsibility

- Contribute actively to organizational systems knowledge

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
Self-Management	Manage your priorities and objectives efficiently and effectively

Qualifications

Qualification	Discipline	Notes
Preferred		
School Leaving	Year 12 & Year 13 pass	
Desirable		
Diploma	Administration	

Work Knowledge and Experience

Experience in online retail or in a similar role.

An understanding of online business and a thirst to learn how to connect customers and improve sales.

Ability to produce creative, persuasive SEO copy.

Advanced Microsoft Excel skills.

Excellent time management skills and attention to detail.

Resilience; commitment to working on multiple projects in a fast– paced environment with tight turnaround.

Sound stakeholder management skills.

Ability to work autonomously and as part of a team.

Ability to effectively prioritize required tasks to ensure accurate and timely content population and or maintenance is performed.

Excellent and creative writing skills.

Highly articulate with an excellent command of words and fluency with language.

Creative and persuasive styles of expression with skills in writing clear, concise, and grammatically correct product descriptions.

An understanding of SEO.

Result driven and a problem solver who approaches obstacles in creative, assertive and solution– oriented ways.

Requirements

Language Proficiency

Fluency in both written and spoken English

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
No interactions found.		

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.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
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.
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.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

All application to be submitted via the below link <https://jobs.hrmonise.com/details/5077/centrecom-fiji/content-administrator-ecommerce-suva-OO-oct-2026>

Contact for Enquiries

Contact Name: Shalvash Kumar

Contact Email: Vacancy@centrecom.com.fj

Further Contact Information: --

Closing Date: 16 Oct 2026