

Position Description

Vacancy Title: **Personal Assistant**

Location: **Suva, Fiji**

Reports To: **Chief Executive Officer (v 10.00)**

Objective

The Personal Assistant is responsible for providing reception, secretarial and administrative support and implementing best practice in the operations of the TTFB Office. The incumbent works with other team members on combined activities to ensure that the operational goals of the TTFB are achieved. The role reports to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Administrative duties performed effectively

- Enquiries from stakeholders and public are responded to in a timely manner as and when required
- Visitors are greeted to the facility, their questions answered and are directed to the requested individual
- Telephone calls are answered and transferred to the appropriate individuals
 - Telephone messages are recorded and relayed efficiently
- Systematic filing and storage of confidential projects and documents developed, secured and maintained efficiently
- Correspondence, reports, proposals, etc are typed as requested
- Papers and other presentations are collated for Board meetings
- Inventory effectively managed
 - Supplies for general office use are available
 - Functionality of all office equipment ensured
- Project activities are supported
- Matters dealing with mass communications, company event coordination and media releases liaised with the Communications Specialist
 - Participation in the design and layout of newsletters, brochures and invites.
- Mail is received, recorded and distributed appropriately
- Standard operating procedures articulated and recorded successfully for CEO's office administrative services
- Assistance effectively provided to TTFB staff in a timely manner in the organisation and scheduling of:
 - Meetings
 - Conferences
 - Appointments
- Administrative assistance to the Board Secretary managed
- Meeting minutes compiled accurately, as requested
 - Action items extracted efficiently from the meetings attended
- Contributions made towards the organisation's efficiency and improved productivity
 - Cost reduction initiatives
 - Process/systems improvement initiatives
- Modern technology and innovative methods used to achieve results
- The general cleanliness of the office area is maintained at all times
- Bookings for the Talanoa Lounge are completed correctly
 - Talanoa Lounge marketed actively with progressively increased bookings maintained

2. Secretarial and administrative assistance provided to CEO in a professional and effective manner

- CEO's calendar/diary managed efficiently
- CEO's travels planned and organised in a timely fashion
- Deadlines for financial reporting and monthly reports to the Board coordinated
 - Follow-ups on plans conducted efficiently
 - Follow-up on required actions conducted with provision of status reports
- Effective and timely assistance provided on:
 - Coordination of Board paper preparation
 - Other mandatory required reports/letters/memos
 - HR matters: CEO assisted in the extension of contracts and , assisted in formatting contracts
- Project support provided to CEO
 - Papers, minutes, presentations preparation and administrative support for TTFB mandated projects.

3. Organisational values and image promoted and demonstrated at all times

- Confidentiality of all communications upheld at all times
- Teamwork and cooperation supports efficient and effective office operations
- A professional and amiable relationship maintained with all stakeholders

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Self-Management	Manage your priorities and objectives efficiently and effectively

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Administration	or equivalent experience

Work Knowledge and Experience

- At least 8 years of experience in a receptionist/clerical type role
- Proficiency in MS Office applications including WORD and spreadsheets and good computing skills
- Ability to read and comprehend instructions, correspondence and memos
- Ability to write standard business correspondence and meeting minutes
- Demonstrated knowledge in electronic document management
- Demonstrated knowledge in records management

Requirements

- Language Proficiency**
- Strong written and spoken English language proficiency
- Fluent written and spoken ITaukei language skills

Regulatory Compliance Requirements

- Police Clearance

Other Required Statements

- No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Board of Directors	
	All Staff	
	Chief Executive Officer	
	Management Team	
External		
	Visitors	

Attributes

Behavioural Styles

- 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.
- 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.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
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

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 28 Oct 2026