

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM25000145 - Executive Assistant

PNG Ports Corporation Limited (PNGPCL) is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside Australia and New Zealand.

PNGPCL is committed to delivering high quality service to its stakeholders and is committed to attracting the highest calibre of professionals who can make a difference in the organization.

Applications are invited from qualified and experienced professionals for this position based at the head office in Port Moresby.

EXECUTIVE ASSISTANT

Reporting to the Chief Commercial Officer, the Executive Assistant is responsible for providing highly efficient and professional secretarial and administrative support services to the office of the Chief Commercial Officer and ensuring confidentiality is maintained at all times.

Key Responsibilities:

- Manage and facilitate the scheduling of activities, meetings and business appointments
- Ensure the divisional head is prepared for upcoming meetings or commitments and has all relevant information and documentation
- Manage all communication channels and determine priorities and action required to coordinate responses
- Proof-reading outgoing business documents and making necessary changes including formatting changes to ensure all documents are of a high quality
- Conduct research, analyse data, prepare reports and provide updates to divisional head
- Manage information flow in confidence and be readily available to attend to ad hoc meetings or calls at the request of the divisional head
- Provide timely and accurate administrative assistance, including document preparation, and handling confidential information with discretion
- Manage a centralised filing system that is structured and meets PNGPCL's requirements for storage system always to ensure protection and confidentiality of both soft and hard copies of sensitive documents and issues
- Record and type meeting minutes and other Board documents including all internal and external correspondences in a timely manner
- Meet and greet clients, stakeholders, departmental heads and other PNGPCL visitors as the first point of contact to the office of the divisional head
- Screen calls, make appointments, and liaise with the Travel Team to make necessary travel arrangements and accommodation bookings
- Consistently follow through on outstanding and or delegated tasks and provide updates as required
- Maintain up-date-to register of all incoming and outgoing correspondences.

Expected Competencies:

- Do you have a Bachelor's degree in Business Management or related field? If yes, provide details
- Do you have a minimum 5 years of experience as an Executive Assistant to an Executive Manager? If yes, please provide details
- Share your experience working in a diverse team in a fast-paced environment? Provide details
- Share your experience in managing highly confidential information?
- Do you have experience in electronic and hard copy document management and storage (filing)? Provide details

- What MS Office suites, are you familiar with? Provide details
- Share your experience in typing 60 - 80 words per minute?

HOW TO APPLY

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/> , download and complete the online application form then submit by email to jobs@vanguard.com.pg with the following documents: updated CV in word or PDF, copies of qualifications and contact details of 3 current professional referees.

For more information, call (+675) 7500 7500.

Applications close at 5pm on Friday, 16 May 2025

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.