

POSITION DESCRIPTION

AM6000 - Executive Assistant to the CEO

EXCITING OPPORTUNITY

Our client is a substantial force in the Financial Sector in Papua New Guinea and the South Pacific region and invites exceptional candidates to apply for this role based in Port Moresby.

EXECUTIVE ASSISTANT TO THE CEO

The Executive Assistant to the Group CEO is responsible for provision of efficient secretarial and executive support to the Group's Executive Team.

Key Responsibilities:

- Maintain and manage the diaries of the Executive Team and schedule all meetings and appointments as required
- Coordinate and oversee the core initiatives of the GCEO
- Prepare meeting agenda and records /minutes of Exco meetings
- Organise and coordinate all events, conferences, travel, transport and accommodation for the executive team, Country Heads and other consultants
- Provide logistical and administrative support for the office of the GCEO
- Coordinate General Staff Monthly meetings & Team Leadership meetings
- Draft memos, emails, reports and other communiques for the GCEO.

Board of Directors

- Provide high level of administrative governance support to the Board
- Organise meeting room/venue for workshops, meetings and lunch for attendee's both externally and internally
- Coordinate travel, transport and accommodation as requested
- Organise expense claims for Chairman and the Directors of the Board
- Liaise with Communications and Marketing team to facilitate the distribution of Media releases as requested
- Extract and share articles of project developments and articles of interest to the Board.

Skills & Qualifications:

- Diploma in Office Management, Business Administration
- At least 5 years' experience in similar role with 2 years' in financial services
- Valid PNG driver's license (Class 1 or above)
- Demonstrated ability to maintain discretion, confidentiality, maturity, judgement, political acumen and diplomacy in responding to/and in management of enquiries
- Demonstrated ability to achieve goals and targets in a systematic and proactive manner
- Highly computer literate in all MS Office applications with Diligent Board Management software experience
- Excellent verbal & written communication skills
- Ability to undertake research, analyse data and prepare summary recommendations for reports or responses to enquiries on behalf of the CEO.

If you think you have what it takes to be in this role, we would like to hear from you.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a cover letter, detailed CV with three contactable referees and a copy of your vaccination certificate (green card).

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 3rd June 2022

Only shortlisted candidates will be contacted

To apply for this position:

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

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview