

POSITION DESCRIPTION

AM8037 - Personal Assistant x2

Our client, is a State-Owned statutory corporation with a clearly defined mandate to build shareholder wealth and to improve the provision of services to the people of Papua New Guinea.

Applications from qualified and experienced professionals are invited for this role, based in Port Moresby.

PERSONAL ASSISTANT x2

The Personal Assistant reporting to the Chief Operating Officer and the Personal Assistant reporting to the Chief Risk Officer will be responsible for providing high level administrative and secretarial support ensuring day to day activities are proactively and efficiently managed while maintaining confidentiality and the highest professional standards.

Key Responsibilities:

- Deliver accurate, timely and responsive personal administrative support to the Chief Operating Officer & the Chief Risk Officer
- Contribute to the delivery of the organization's goals and objectives
- Contribute to the effectiveness of the Team
- Lead and develop an effective and productive team
- Build and maintain productive internal and external relationships
- Participate and contribute to an effective and productive team.

Expected Competencies:

- Diploma in Secretarial or Business studies
- Minimum 5 years' experience in a similar role
- Proficient in MS Office, schedule & records management
- Well versed in office management systems and procedures
- Excellent communication, time management, office etiquette, planning & organizing skills.

APPLY NOW

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

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 13 October 2023

Only shortlisted candidates 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.

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