

POSITION DESCRIPTION

Altitude Holdings Limited

AM9031 - Administration Manager

Altitude Holdings Limited is a nationally owned company established recently with current operations in the civil construction and expanding to venture into Commercial Agriculture and Real Estate.

Applications are invited from qualified and experienced professionals for this executive position based in Goroka and Port Moresby.

ADMINISTRATION MANAGER

The Administration Manager is responsible for supervising daily support operations of the company ensuring efficient administrative procedures and timely delivery of support services.

Key Responsibilities:

- Supervising administrative team and their operations
- Hiring, training, coaching and managing employees
- Developing, improving and implementing administrative policies
- Running regular work-in-progress meetings and providing company updates
- Ensuring the office is fully stocked with equipment and reordering when necessary
- Planning, coordinating and supporting office meetings and functions
- Overseeing complex activities, such as reporting, budget management and sensitive document handling.

Expected Competencies:

- Bachelor's degree in Business Administration, Human Resource Management or related field
- At least 5 years of experience in an administrative role
- Excellent organizational, communication, and problem-solving skills
- Able to multi-task and work in a fast-paced environment
- Strong attention to detail and accuracy
- Able to take initiative and be proactive
- Excellent leadership and interpersonal skills
- Proficiency in Microsoft Office Suite.

This position is open to PNG citizens only.

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 or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 17th May 2024

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