

Position	Administration Officer
Location	Coordination Office (CO) – Nadi, Fiji
Reports to	General Manager (GM)
Position dimensions	Employees reporting directly to the position: None
Contract Period	The position will be contracted to 30 June 2011 with a probation period of 6 months
Position summary	Responsible for core CO administration functions including administrative support for the Marketing and Communication Work Team; front line reception and enquires, assistance with management and quality of web content; inventory control of marketing materials and office stationary and supplies; bank and postal operations and vehicle maintenance. This person also provides back up support for ICT; accounting, finance and event planning.
Key responsibilities	<p>This position will:</p> <ol style="list-style-type: none"> 1) Provide administrative support for the Marketing and Communication Work Team, including the development and circulation of concise meeting minutes and management of the progress Work Team tasks. 2) Carry out regular administration functions such as banking, postal and courier services, freight despatch and local CO office purchases. 3) Receive and respond to front line APTC enquiries received at the CO reception and by email, ensuring that enquiries are directed to the correct APTC officer and conclude with high level client satisfaction. 4) Maintain an inventory of all print based media articles published on APTC 5) Assist with management and quality of web content, particularly in relation to the front page web stories, staff movement advice and event information. 6) Manage the inventory and procurement for APTC marketing support material, CO stationary and other office supplies. . 7) Provide support for event planning including transport and travel logistics, venue set up and photocopying and binding of documents and publications 8) Provide back-up and emergency administrative support for ITC and finance functions when responsible officers are absent or unable to perform their functions. 9) Other duties as determined by the GM.
Key selection criteria	<ul style="list-style-type: none"> ■ Degree or Diploma in Business Administration and/or equivalent work experience ■ Proven track record of providing effective general office administration in a modern office environment, including minute taking and committee support ■ Skilled in the use of the full MS Office suite (Dreamweaver and/or other relevant software packages would also be an advantage) ■ Experience in providing support for marketing and communication ■ Demonstrate ability for effective communication in the English language, both written and verbal ■ Evidence of delivery against commitments

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| | ■ Demonstrated ability to work effectively in a cross cultural team environment |
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How to Apply?

Your written application should include:

- An application letter which quotes the Position Title
- A statement addressing all of the selection criteria
- A Curriculum Vitae (CV) that provides full personal details, qualifications, previous employment and experience
- The names and contact details of three referees.

Before lodging your application, you will need to carefully read the Position Profile above. The Position Profile contains the selection criteria and provides details about the key responsibilities of the role, as well as its organisational context.

To enable the selection committee to assess applicants' suitability for a position, applicants are required to address the selection criteria specified above. You should address each selection criterion individually and cite evidence, using examples, to support your claims, rather than just presenting a list of facts. Please be aware that if you do not address the selection criteria, you may not be considered for the position.

Completed applications should be sent to Ms Kesaia Paulo by emailing kesaia.paulo@aptc.edu.au.

More information can be obtained by calling (679) 6728777 ext 209 or 9994065.