

# VACANCY



**OCEANIA HOSPITALS PTE LTD** is the largest private hospital in Fiji and one of the largest in the Pacific. We are committed to providing the highest standard of clinical expertise and nursing care for those that choose to use our services.

We are growing and seek to recruit suitably qualified and experienced individual to join our team as:

## ➤ **FINANCE OFFICER - PROCUREMENT**

The following are the **preferred** minimum prerequisites that will be considered for the role:

- Degree in Accounting, business management or a similar field preferred from a recognized institution.
- Minimum 3-4 years relevant and proven work experience in a similar role
- Preparation of Purchase Orders for procurement of hospital needs.
- Ability to set priorities and meet deadlines successfully.
- Working with minimal supervision to handle account related queries for customers
- Good analytical and strategic thinking skills.
- Attention to detail.
- Knowledge of Tax legislation Act and Inventory management.
- Ability to work well with clinical and non-clinical staff.
- Flexible approach and willingness to assist with a variety of other tasks within the hospital.
- Strong Negotiation & Excellent communication skills (Oral and written).
- Proficiency in General/Desktop Microsoft Applications.

An attractive remuneration package will be negotiated with the successful candidate, based on qualifications and experience.

Application letter, detailed CV with 2 referees contact details and a passport size photo can be emailed to [hr@ohpl.com.fj](mailto:hr@ohpl.com.fj) Applications must be received before COB on the **24<sup>th</sup> September 2021**. Please note that only shortlisted candidates will be contacted for an interview.

**Oceania Hospitals Pte Limited is an equal opportunity employer.**

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