



VACANCY ADVERTISEMENT

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

1.0 EXECUTIVE ASSISTANT / TECHNICAL SUPPORT

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

- Diploma in Office Management and/ or Secretarial Studies or equivalent
- 3-5 years' experience in general executive, administrative, and secretarial functions
- Experience in preparing reports / minutes / administrative functions of the Executive management team.
- Excellent management skills, including the coordination of complex executive meetings.
- Assist in company's secretarial duties, including Board meeting minute taking.
- Strong organisational and problem solving skills with good multi-tasking abilities
- Assist in the provision of high level communications and correspondence including briefings, reports, submission, research, etc.
- Have experience in dealing with HR administration
- Excellent Communication & Customer Service Skills
- Have good IT knowledge
- Group 2 driving license is essential

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 Applications must be received before COB on **24th August 2020**. 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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