



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

1.0 EXECUTIVE ASSISTANT

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

- Diploma in Office Management and/ or Secretarial or equivalent
- 3-5 years' experience in general executive, administrative, and secretarial functions
- Experience in preparing reports and minutes 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 where required.
- Assist in the provision of high level communications and correspondence including briefings, reports, submission, etc.
- Excellent Communication & Customer Service Skills
- Proficiency in General/Desktop Microsoft Applications
- Has ability to interact well with people from a wide range of backgrounds
- 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 the **09th April 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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