



POSITION	PERSONAL ASSISTANT TO THE GENERAL MANAGER
DEPARTMENT	ACCOUNTS AND ADMINISTRATION
REPORTING TO	FINANCIAL CONTROLLER
LOCATION	PORT MORESBY
JOB TYPE	FULL TIME, PERMANENT
CLOSING DATE	OPEN UNTIL FURTHER NOTIFICATION

NATURE AND SCOPE OF JOB

Our Port Moresby office is seeking an experienced Personal Assistant (PA) to join their team. You will be responsible for providing a senior level of support to the General Manager and performing Administrative duties. This is a newly created role, ready for the right person to make it their own.

We require a professional individual with superior interpersonal skills to provide high level personal assistant, administrative and executive support. You will demonstrate the highest levels of integrity, discretion, confidentiality and customer service in day to day dealings with stakeholders. With the ability to juggle multiple tasks, you will work autonomously to achieve deadlines in a busy environment.

ESSENTIAL FUNCTIONS

1. Manage diaries and schedule client meetings
2. Co-ordinate travel arrangements
3. Complete Work Visa and travel documentation
4. Maintain client database
5. Ensure compliance with all statutes, policies and procedures related to the day-to-day activities.
6. Maintain a filing system and ensure confidentiality and security of all files
7. Present as professional, corporate and approachable
8. Understand, interpret and respond to requests in person and over the phone in a timely manner with the ability to follow through and complete responses to requests in a confident and calm manner
9. Perform other related duties as and when required including assisting with general administration duties as required and overflow of work from the Accounts, Sales & Marketing and Administrative team.
10. Generate positive communications with all departments within the organisation.

TECHNOLOGIES

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EDUCATION, LICENSE, CERTIFICATION AND FORMAL TRAINING

- Grade 12
- 5 years previous experience in a similar role preferred
- Excellent grammar, spelling and attention to detail
- Excellent human relations and communication skills essential
- Knowledge of Microsoft Office Software packages preferred

HOW TO APPLY

Please email your resume or any questions regarding this position to jobs@global.com.pg.