

# EXECUTIVE ADMINISTRATION & PROJECTS SUPPORT

The FijiCare Insurance Group is a leading provider of medical and other general insurance products in Fiji and Vanuatu. FijiCare is in a phase of growth and expansion into new products and markets. The holding company, FijiCare Insurance Limited is a public company which is listed on the South Pacific Stock Exchange (“SPX”) and regulated by the Reserve Bank of Fiji (“RBF”).

FijiCare has an exciting opportunity for the position of **Executive Administration & Projects Support**. The Officer will report directly to the Executive Director and the C-Suite by providing executive, administrative, and development support. The Officer serves as the primary point of contact for internal and external communication on all matters pertaining to the Executive Director and C-Suite. The Officer also serves as a liaison to the senior management team; organizes and coordinates executive relations efforts; and oversees special projects.

Key responsibilities include:

- Assists with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
- Drafts reports, proposals, prepares and coordinates oral and written communication with internal and external parties.
- Coordinate project management activities, resources, and information to ensure that deliverables are met within the timeframes stipulated.

Applicant should possess relevant tertiary qualification in Administration and/or related field from a recognised tertiary institution and possess at least 3 years’ work experience in a similar role.

Written applications should be forwarded with current resume and academic transcripts addressed and marked:

Vacancy – **“EXECUTIVE ADMINISTRATION & PROJECTS SUPPORT”**

The Group Chief Operating Officer

FijiCare Insurance Limited

P.O. Box 15808

Suva

Or email to [vacancies@fijicare.com.fj](mailto:vacancies@fijicare.com.fj)

*Applications will be treated as strictly confidential. Only successful candidates will be contacted.*

**APPLICATIONS CLOSE:** 9th April 2021

*FijiCare is an equal opportunity employer*



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