



SUPPORT OFFICER

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 **Support Officer**. The Officer reports directly to the Head of Motor. The officer will provide support on day-to-day operational matters.

To be successful, candidates must meet the following criteria:

- Have good communication skills, verbal and written;
- Have good interpersonal skills;
- Possess exceptional Microsoft office skills;
- Have the ability to multitask and be a team player;
- Be confident and have a robust sense of assurance towards achieving results.

Applicant should possess relevant tertiary qualification in Administration and/or related field from a recognised tertiary institution and possess at least 1 year work experience in a similar role.

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

Vacancy – "SUPPORT OFFICER"

The Group Chief Operating Officer

FijiCare Insurance Limited

P.O. Box 15808

Suva

Or email to vacancies@fijicare.com.fj

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

APPLICATIONS CLOSE: 30th April 2021

FijiCare is an equal opportunity employer