



VACANCY

OSC09/2023 - ADMINISTRATIVE ASSISTANT

The Online Safety Commission is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks.

The Administrative Assistant is the first point of contact with the clients of the Online Safety Commission and will be required to carry out general support services and be a key player in the daily operations of the Commission based in the head office in Suva.

The successful candidate must be professional, organized and pro-active. He/She must be a fast-learner, team-oriented, articulate, with excellent interpersonal, verbal and written communication skills. The candidate must produce exceptional work by paying attention to detail and manage confidential information with professionalism and unquestionable integrity.

Responsibilities

The Administrative Assistant will be responsible to the Commissioner for the provision of general services.

- Answer and direct calls and respond to online enquiries and act as point of contact for internal and external clients;
- Serve clients and members of the public and assist them with filling our complaint form;
- Receive and conduct preliminary assessment of complaints;
- Assist in the preparation of regularly scheduled reports;
- Maintain contact lists and client directory;
- Maintain daily attendance register;
- Book travel arrangements;
- Organize and schedule appointments; and
- Perform administrative tasks including photocopying, scanning, binding, faxing dispatching and filing of documents.

Requirements

- A Diploma in Administration or equivalent education required;
- 1 – 2 years of administrative assistant experience
- Proven customer services record and be experienced in handling frontline operations;
- Knowledge of office management systems and procedures;
- Working knowledge of office equipment, like printers and fax machines;
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular);
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication skills; and
- Strong organizational skills with the ability to multi-task.

Personal Character

Applicants must be Fijian citizens, under the age of 55, in sound health with clear police record.

Salary: \$14,095.31

Submission Details

Applicants must submit a written application letter addressing how they meet the above requirements; a detailed and updated curriculum vitae (CV) stating the contact details of at least two (2) referees with one (1) being the current and certified copies of academic certificates and transcripts.

Applications stating the vacancy number can be submitted in one of the following ways and must reach our office by **4.00pm on Monday, 17 July 2023**.

Application by*	Delivered to:
Email; or	careers@osc.com.fj
Post; or	'Vacancy Number' The Commissioner – Online Safety Commission G. P. O. Box 51 Government Buildings Suva
Hand Deliver	'Vacancy Number' Online Safety Commission Level 9 Suvavou House 401 Victoria Parade Suva

Note: Late applications will not be accepted

****Applicants are encouraged to submit their application via email.***