

Incumbent Name:		Emp No:	N/A
Job Title:	Administration Officer	Position Type:	3-year contract
Department:	Corporate	Salary scale:	Band – 2
Location:	Suva	Region	Central Eastern
Directly Reporting To:		# of Reports:	N/A

Organization Summary

The Fijian Competition and Consumer Commission ('FCCC') is an independent statutory body established under Section 7 of the Fijian Competition and Consumer Commission Act 2010 (FCCCA2010) that promotes effective competition and informed markets, encourages fair trading, and protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Purpose of the Role

The Administrative Officer will provide administrative support to various department of FCCC. The main duties will include managing office stock, preparing regular reports and organizing FCCC records

Nature & Scope

The administration officer position is one of the positions under the Corporate Department. The Incumbents responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication

Role Dimensions

No. of Direct Reports	
No. of Divisions	All three (3) regions

Key Result Areas (KRA's)

A successful Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries.

Key Accountabilities

- Managing office supplies stock and placing orders
- Preparing regular financial and administrative reports
- Maintain and Administration of databases of the required department
- Prepare regular reports on expenses and office budgets
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Key Performance Indicators (KPI's)

- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers

Qualification

- Tertiary qualifications in Office Administration or any other relevant certification that suites the profession

Knowledge and Experience

- Proven at least 1-2years of experience as a administration officer or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Attention to detail
- Strong organization skills with a problem-solving attitude

- Able to contribute positively as part of a team, helping out with various tasks as required.

Skills and Abilities

- Excellent organizational skills
- Microsoft Office Skills
- Supply Management Skills
- Inter personal skills
- Experience with administrative and clerical procedures.
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Reporting Skills
- Professionalism
- Problem Solving

Internal / External Relationships

Internal:

- CEO, All Managers including Regional Managers, Senior Officers
- All staffs

External:

- General Public vendors, suppliers and other relevant organizations as required.

Provision

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, CEO and Human Resources Department.

APPROVAL and ENDORSEMENT

	Date:	Signature:
	Date:	Signature:

Note: This job description may be reviewed annually and updated as often as necessary.