



EXECUTIVE ASSISTANT TO CHIEF EXECUTIVE OFFICER

The Fiji Sugar Corporation is seeking applications from suitably qualified and self-motivated individuals to join our Corporate Team as Executive Assistant to the Chief Executive Officer. This position will be based at the Corporation's Head Office in Lautoka and follows the pending retirement of the current incumbent.

Principal Accountabilities:

- Effective and timely completion of secretarial and administrative duties for the Chief Executive Officer and Board Chairman.
- Attend to outstanding tasks required by the Chief Executive Officer following Executive and Senior Management meetings.
- Draft, prepare and edit correspondence, presentations, communications and other documentation as required.
- Assist the Chief Executive Officer in administration duties, including preparation of Board papers and industry stakeholder reports.
- Manage and maintain the personal and business schedules of the CEO, including appointments and travel to include other Senior Executives where necessary.
- Responsible for Executive Management Team's document filling and other confidential document control.

Qualifications/Requirements:

- Minimum Diploma level qualification in Administration, Secretarial Studies, and/or Business Studies is required with a high level of computer literacy notably Microsoft Word/Excel/Power Point. Proven experience (at least 5 years) working as an Executive Assistant to CEO.
- Must be able to think independently and be able to work in a sensitive, discreet, diplomatic and sophisticated manner when dealing with colleagues, Senior Management, Sugar Industry stakeholders and other third parties.
- Adopt a positive, innovative and creative attitude to work and think "outside the box".
- Must be efficient, calm and fast with a flexible approach in order to prioritize workload to meet targets and deadlines and be able to handle work pressure well.
- A very good command of the English language.
- Must have good communication and public relations skills.

Remuneration & Conditions of Service:

Remuneration & conditions of employment will be discussed at the time of interview.

Applications for the above Position to be submitted by **05 October 2018**, together with a detailed CV and supporting references/Referee Names, and addressed to:

The Human Resources Department

FSC Limited – Head Office

Private Mail Bag

LAUTOKA

Or by e-mail to recruitment@fsc.com.fj

"The Fiji Sugar Corporation Limited is an equal opportunity employer."