

Position Description



Position: Executive Assistant

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2022
PD Approved By (Position Title):	Managing Director
Position Number:	KCHMD03

Primary Purpose of the Position

To provide administration and secretarial work and support to the Managing Director by ensuring day to day activities are proactively and efficiently managed in a confidential manner.

Reporting Relationships

This Position Reports to:

Managing Director

Direct Reports:

1. NIL

Key Working Relationships (Internal & External)

Internal:

- Managing Director
- COO
- CFO
- General Managers
- Managers
- Administration Team
- Finance Team
- Project Team

External:

- Clients
- VIP Visitors
- Travel Agency
- Hotels

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Secretarial qualification

Skills, Experience and Behavioural Competencies required for this position:

Skills

- Excellent Communication skills
- Proficient in MS Office
- Schedule Management
- Full comprehension of office management systems and procedures
- Records Management
- Office etiquette skills
- Time management skills
- Supervisory skills
- Planning & Organising skills

Position Description



- Attention to detail

Experience

- 10 + years' experience in a similar role in a private organisation
- Experience working independently and as a member of a team

Key Accountabilities

Administration

Deliver accurate , timely and responsive personal administrative support to the Manager (s) including;

- Maintain MDs schedule including travel, meetings, presentation at official meetings and other formal appointments.
- Overseeing the work of other administrative employees, as well as making sure that everything is in place for the office to function smoothly
- Manage the flow of information to members of the executive leadership team.
- Screen phone calls, open and sort mail, and summarize reports and memos that are received before passing the information on MD
- Prepare relevant documentation including assisting with formatting/typing of correspondence, submissions, papers, agendas and presentations
- Maintains inventory of supplies for MD's office
- Compile reports and other communication documents when required
- Interacts with offices of SOE Chairpersons and CEOs as required by MD
- Follow up with NEC decisions through NEC Secretariat and also relevant Government Ministry Offices
- Organise travel for Government Ministers as required by MD

Continuous Improvements

Contribute to the effectiveness of the Administration Team including;

- Contributing to the sharing of knowledge and information within the Administrative function.
- Continually seeking ways to improve the provision of quality information and administrative services
- Participating in the ongoing improvements of corporate administration policies and guidelines.

Business Relationships

Build and maintain productive internal and external relationships, including;

- Development and management of positive relationships with key internal and external stakeholders including, consultants, investors, Board members and CEOs of State Owned Enterprises
- creating and maintaining strong relationships with relevant clients and other key stakeholders
- clarifying stakeholder needs and managing expectations to ensure the delivery of effective outcomes

Incumbent:

Signature:

Date:

Planning

Contribute to the delivery of the KCH goals and objectives including;

- Planning & Scheduling own work to meet required timelines and outputs
- Understanding output requirements and clarifying as appropriate.
- Managing systems and processes to enable timely and accurate administrative recordings, reporting and analysing information.

Leadership

Lead and develop an effective and productive team, including:

- managing the work performance of self and direct reports
- developing alignment between team capability and the Corporation's objectives
- ensuring role clarity, including responsibilities and reporting lines, exists for team members
- encouraging an environment of sharing knowledge and ideas to ensure continuous improvement within the team

Team Work

Participate and contribute to an effective and productive team including;

- demonstrate on a daily basis personal behaviours that uphold KCH values
- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas
- Active participation in Self Performance, Self-Assessment
- develop a good working relationship with all employees

Position: Managing Director

Signature:

Date: