

# FSMT Cable Corporation - VACANCY

## Office & Administration Assistant

### Job Brief

FSMT Cable Corporation is seeking to recruit an Office & Administration Assistant to join our team and support our daily office procedures. You will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business executives.

A successful Office & Administration Assistant is, above all, an organized and competent professional with excellent communication skills, dealing both internally and externally to support the functions of the FSMT Cable Corporation office.

### Responsibilities

Responsibilities of the successful Office and Administration Assistant will include the following:

- Serve as the point person for office Assistant duties including:
  - Managing office supplies, placing orders for supplies and equipment;
  - Checking office mailboxes and registering all received mail in mail registers, directing mail to the responsible staff member for action;
  - Distribute and store correspondence (company letters, emails, packages, vouchers);
  - Ensuring the proper safeguards are applied to maintain and secure office assets, including arranging for scheduled maintenance works as necessary;
  - Coordinating and running errands required in operating the office, including timely payment of bills and supplies;
- Schedule meetings and appointments for the Board and Chief Executive Officer, including travel arrangements associated with executive management of the Corporation;
- Maintain and update calendar of the Chief Executive Officer regularly;
- Manage office management issues such as stationery, hardware, travel arrangements;
- Maintain the office condition, operations and procedures in coordination with the Finance Consultant/Chief Executive Officer for the successful functioning of the office;
- Provide general support to visitors of the Corporation;
- Liaise with vendors and customers as needed by the Financial Consultant and/or Chief Executive Officer to obtain necessary quotations, invoices or any other works;
- Manage the issuance of payments, delivery of bank wires and petty cash of the Corporation in accordance with established policies and procedures;

## FSMT Cable Corporation

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- Organize and maintain a filing system for important and confidential company documents including payment vouchers, wire transfer forms and other necessary documents;
  - Other tasks as delegated by the Chief Executive Officer from time to time.

## Requirements

Our requirements of the successful candidate include the following:

- Proven experience as an Office and/or Administration Assistant.
- Knowledge of office administration responsibilities, systems and procedures and bookkeeping procedures.
- Proficiency in MS Office (Microsoft Excel, Microsoft Word and Microsoft Outlook, in particular) and Google Mail, Google Calendar.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Reliable and ability to work patiently and professionally.
- University or College Degree in business administration or relevant field is a plus.

A suitable remuneration package will be discussed with the successful candidate following the selection process. Apply with a copy of your resume and three references, no later than 23<sup>rd</sup> March 2018 to the following address:

By Mail:           Vacancy - Office & Administration Assistant  
                      FSMT Cable Corporation  
                      PO Box 2202, Kolonia, FM 96941

By Email:         [vacancy@fsmcable.com](mailto:vacancy@fsmcable.com)

## About FSMT Cable Corporation

The FSMT Cable Corp is a newly-formed Corporation, owned by the Government of FSM, which established operations in 2017. It serves as the Open Access Entity (OAE) that will continue the implementation of the Yap Cable and Chuuk to Pohnpei Cable (CP Cable) and participate in the consortium to implement connectivity to Kosrae via the East Micronesia Cable System (EMC Cable).

The FSMT Cable Corp will be responsible for the manage the Yap, CP Cable and EMC Cable projects over the next 18-24 months and transition into an operational role once each of the cables become Ready for Service in 2018 and beyond. FSMT Cable Corporation will also be the only wholesaler of international bandwidth in the Federated States of Micronesia.