



Clay Energy is a leading provider of Renewable Energy power systems in the Pacific and a member of the Sunergise group. **Clay Energy Tonga PTE Limited** is currently recruiting for the following position:

Administrative Officer

The Administrative Officer will be responsible to provide administrative and business development support to the General Manager, Clay Energy Tonga Pte Limited ("CETL") and the CETL team. The main duties include managing company records, general logistics, liaising with customers and suppliers and maintaining inventory of company supplies.

Preferred qualifications, skills and experience include:-

- Diploma in Business Administration and/or Engineering or related field preferred.
- Minimum of 3 years' experience in an administration or sales/technical role.
- Experience in dealing, negotiating and maintaining a good rapport with local and overseas suppliers.
- Experience in purchasing and inventory control.
- Ability to be flexible and work according to the needs of the team.
- Ability to use accounting software (Money Works, Xero, Procore).
- Ability to negotiate effectively for the team and adhere to the team's administrative, finance, procurement and logistics policies, procedures, and standards.
- Collaborative style and team player with the ability to develop a positive culture and working relationships with other team members.

Clay Energy offers attractive remuneration and working conditions that are commensurate with experience.

To apply, please email a covering letter together with a CV to the HR Manager, Clay Energy **no later than Friday 13 June 2025** on email : hr@clayenergy.com.fj

For more details on the role please contact HR Manager on email roshni@clayenergy.com.fj

Email applications are preferred.

Only shortlisted candidates will be contacted. **This position will be based in Tonga and is for Tongan nationals only.**

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Matangi Tonga Online ref. #8532 ClayEnergy, 29 May - 13 June 2025