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## **Job Description: Administrative Assistant**

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### **Job Purpose**

The Administrative Assistant will provide support in various administrative tasks while ensuring the cleanliness and tidiness of the office space. The ideal candidate should possess excellent organizational skills, attention to detail and the ability to multitask effectively.

The role requires strong organizational skills, attention to detail and the ability to multitask effectively.

Based at the National Office in Suva, the incumbent will have the following duties and responsibilities.

### **Job Responsibilities**

#### **Administrative:**

- Attend to all guests that walk-in to the office for appointments, meetings by ensuring they sign in the visitors book as well as they are greeted in a professional manner.
- Answer all incoming calls by the third ring and assist callers with any queries efficiently.
- Provide the necessary administrative support to Senior Management as and when necessary.
- In charge of purchase of staff refreshments, ie tea, coffee, milk and sugar and its proper distribution to divisions.
- Ensure to keep staff contact database updated and distribute phone listing to all staff as and when necessary.
- Circulate attendance summary to all staff daily by 9am.
- Ensuring that the front office is kept neat and tidy.

#### **Cleaning and Maintenance:**

- Perform routine cleaning tasks to ensure the office is well- maintained and presents a professional appearance.
- Dusting, sweeping, mopping and vacuuming floors regularly.
- Clean and sanitize restrooms and common areas.
- Empty trash receptacles and ensure proper disposal of waste.
- Monitor and replenish cleaning supplies as needed.
- Notify management of any issues related to office cleanliness or maintenance.

#### **Other Duties:**

- Be prepared to undertake other projects/ duties as assigned for the overall benefit of the organization.
- Completion of any other administrative tasks assigned by Line Manager.



**Applicable to All Staff:**

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Director General.

**Position Requirements:**

<b>Education</b>		<b>Required</b>	<b>Preferred</b>
Completed Secondary Level Education		X	
<b>Experience</b>		<b>Required</b>	<b>Preferred</b>
At least 3 years of relevant working experience in similar field		X	
Basic understanding of Occupational Health & Safety		X	
Experience of working for the Red Cross Red Crescent Movement			X
Demonstrated ability to use Microsoft Office programs including Word, Excel, Outlook & Powerpoint.		X	
Able to work under minimum supervision.		X	
<b>Knowledge and Skills</b>		<b>Required</b>	<b>Preferred</b>
Experience in planning, coordinating and implementing activities.		X	
Self-motivated and proactive with good judgement and initiative		X	
Excellent oral and written communication and networking skills		X	
Ability to prioritize, meet deadline and manage multiple tasks		X	