



## Job Description – Administration Officer

**Job title: Administration Officer**

**Work Location:** Bmobile SI HQ– Honiara

**Division/Department: Facilities and Fleet**

**Reports to:** Facilities and Fleet Manager

**Full-time**

**Part-time**

**Essential Duties and Responsibilities:**

Reporting to the Facilities and Fleet Manager - SI the position will play an active role in providing administrative and financial support services to the Facilities and Fleet Department.

The role also requires experience working with various suppliers, partners and sub-contractors, as well as the ability to multi-task and handle complex and competing priorities.

**Duties and Responsibilities:**

- Maintain contact lists of various suppliers
- Assist the Facilities and Fleet Manager and Coordinator in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Book travel arrangements when required
- Submit and reconcile fuel expense reports
- Raise payment requests
- Maintain PO/PR register
- Maintain incident report register
- Compile timesheets for payroll
- Monitor invoices received
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Other duties directed from time to time.

**Education and/or Work Experience Requirements:**

- Tertiary level qualifications in Business Administration or related field from a reputed institute.
- Minimum 2-3 years of relevant experience
- Proven track record with demonstrable skill set.
- Excellent analytical, exceptional communication skills, problem solving and negotiation skills
- Proficiency in MS Office with expertise in Microsoft Word, Outlook and Excel
- Ability to analyse and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Superior organization skills and dedication to completing given tasks in a timely manner

**Required Outputs, Personal Attribute and/or Physical Requirements:**

- Experienced in working in a multicultural environment
- Ability to foster team-oriented goals
- Good report writing skills

**BENEFITS**

Competitive remuneration in line with experience and qualifications. All applications will be treated with the strictest confidence.

Bmobile is an Equal Opportunity Employer. Please direct all applications to;

Email address: [jobs@bmobile.com.sb](mailto:jobs@bmobile.com.sb)

**Or**

Drop off your application at our Head Office, located Grand Plaza (Top floor), Town Ground

Addressed to:

Human Resources Manager  
Bmobile Solomon Islands Limited  
PO Box 2134  
Honiara Solomon Islands

**Label: Position Name**

**Closing Date:** February 18, 2020

***Applications will be assessed as they are received. Only shortlisted applications will be contacted.***