



## Position Description – Office Assistant

<b>Location:</b>	Honiara, Solomon Islands
<b>Duration:</b>	Full time
<b>Line manager:</b>	Senior Operations Manager (Snr OM)
<b>Direct reports:</b>	None

### Background

Strongim Bisnis is an innovative pro-business program funded by the Australian Government. It works with Solomon Islands' businesses to increase their productivity, access more income earning opportunities and higher value markets and to become more resilient. Strongim Bisnis supports the private sector and the Solomon Islands Government to increase opportunities for trade and investment and accelerate business growth. A key focus of the program will be to ensure Solomon Islands women and youth have increased economic opportunities through participation in activities designed to improve women's and youth economic empowerment. The program takes a market systems approach to unlock opportunities for growth in selected sectors including cocoa, coconut products, tourism, horticulture, financial services, waste management and timber.

### Position summary and purpose

The Office Assistant works in the operations team to support the smooth delivery of the administrative functions of the program. The position reports to and supports the Snr OM with procurement tasks, but has tasks relating to HR, office administration, travel and logistics support.

The Office Assistant will work with the Snr OM to source supplies and maintain office equipment and vehicles. The Assistant will also support the delivery of program activities by arranging necessary supporting logistics including travel arrangements, obtaining visas, venue rental, and other duties as required.

The Office Assistant will act as a trusted representative of Strongim Bisnis, displaying professionalism and discretion in all interactions with the Strongim Bisnis team, partners and the wider public.

### Duties and responsibilities

#### Office and asset management, and logistics

1. Ensure stationery, cleaning and other supplies are in stock, stored and accounted for.
2. Ensure office equipment is in good working order.
3. Maintain WH&S equipment and their records
4. Check post office box for mail at least once a week.
5. Fleet management (ensure vehicles are maintained and serviced regularly).
6. Key management
7. Updating spreadsheets relating to visas, vehicles, keys and others as required
8. Liaise with IT service suppliers in the event there are issues with IT systems and hardware
9. Conduct quarterly Fixed Asset Check together with Snr Operations Manager.
10. Update Fixed Asset Register – when assets are purchased – sign off the invoice prior to submission in the finance Database.
11. Check completeness and contents of all first aid boxes quarterly.
12. Any other duties as requested by the Chief Executive Officer (CEO), Snr Operations Manager, Finance Manager or HR Manager.

### **Human resources and logistics support**

13. Assist the HR Manager with onboarding of new staff
14. Lodge visa applications for expatriate staff – fill out forms and collect required documents, pay fees at IRD, lodge in visa applications and follow up with respective immigration officer.
15. Make travel arrangements and accommodation bookings for staff.
16. Provide logistics support (venue hire, arrange/book transportation, and accommodation) for travelling staff, and office and program events and functions.
17. Support in updating staff leave and timesheet tracker for all staff in a timely manner.

### **Procurement**

18. Assist in market research and maintaining preferred suppliers lists for the program
19. Obtain quotes from suppliers and process relevant quote evaluations for approval.
20. Ensure goods received are checked and endorsed by Snr Operation Manager, Snr Finance Manager or HR Manager.

### **General**

Contribute to ensuring the workplace is healthy, clean, safe and secure.

Any other duties that may be required from time to time.

### **Required qualifications, skills and experience**

- Previous experience in an administrative role in business and/or a donor-funded program.
- Ability to work within a team and independently.
- Ability to manage and prioritise a varied workload.
- Strong coordination and time management skills
- Excellent communication and interpersonal skills.
- Excellent eye for detail.
- A driving licence and clean driving record is necessary.
- Demonstrated commitment to gender equality, youth empowerment, disability inclusion and Do No Harm principles.
- Prepared to work outside normal working hours if necessary to support e.g. functions, events and travelling staff or consultants.

### **Benefits include:**

- ▶ **Competitive salary with performance-based increases and cost of living adjustments**
- ▶ **Housing allowance**
- ▶ **Medical insurance**
- ▶ **Paid home leave**

### **Does this sound like you?**

This advertisement is for a full-time fixed term position.

Applications must include a C.V. and covering letter. Please send applications to [recruitment@strongimbisnis.com.sb](mailto:recruitment@strongimbisnis.com.sb)

Applications close 9 November 2021

Please note that we will only contact shortlisted applicants.

*Strongjim Bisnis is an initiative of the Australian Government in Solomon Islands.*

