



VACANCY: ADMIN OFFICER (X1)

Fiji Pine Trust (FPT) was established by the Fijian Government under the Fiji Pine Decree 1990. The Trust is governed in accordance with the Fiji Pine Trust Rules dated 13th May 2008. The Trust has entered into service level agreement with Fiji Pine Limited and Ministry of Forests to provide landowner based services which includes:

- (i) Awareness and consultation;
- (ii) Training on business and commerce;
- (iii) Liaison and dispute resolution;
- (iv) Management of extension forests.

We are seeking to recruit individual with suitable qualifications, experience, who are highly motivated and have dynamic personality for the position of Admin Officer (x1) to be based at our Drasa HQ.

Responsibilities

- Overseeing a company's purchasing procedures.
- Monitor the company's inventory of supplies,
- Gather and analyse purchase requests, and process purchase orders, resolving issues should there be any.
- Provide efficient and effective administration duties to assist Account Officer
- Analyse and evaluate facts, prepare and present concise oral and written reports.
- Develop and sustain solid relationship with company, stakeholders and customers.
- Any other tasks as assigned by Supervisor/Manager or respective Heads of FPT.

Qualification & Experience

The successful candidate must have the following prerequisites:

- Diploma in Accounting.
- 2 - 3 years of relevant work experience.
- Knowledge of Purchasing duties
- Knowledge of travel arrangements
- Good understanding of land ownership structures and relevant laws.
- Good understanding or experience in forestry operations.
- Effective communicator, innovative and passionate for the job.
- Display strong attention to detail and accuracy.
- Self-motivated, reliable, punctual and positive attitude.
- Must be able to meet deadlines and work under minimum supervision.

- Must be a team player, have a can do attitude with good personal presentation and effective communication skills.
- Clean valid Group 2 driver's licence, will be an added advantage.

Excellent communication skills combined with the ability to work in a challenging environment is essential.

Applicants should write or email in by 20th January 2023 Friday 4.00pm, with a comprehensive application package to:

Or hand delivered to the address below:

Vacancy – **Admin Officer**
Human Resources Unit
Fiji Pine Trust
PO Box 5721
Drasa
Lautoka

Email: tnabou@fpt.com.fj
dtabualovoni@fpt.com.fj

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Only shortlisted applicants will be contacted