



Fiji Human Resources Institute

DEVELOPING THE NATION

Employment Opportunity

The Fiji Human Resources Institute (FHRI) is a professional institute initiated by a group of HR Professionals with a common vision to develop our nation's most valuable asset, **its people**. Ever since its inception in 2005, the institute has grown, with more members joining and more services provided to its members.

The Institute is seeking to recruit self-driven and dynamic individuals who have demonstrated some experience in carrying out strategic and operational obligations in the following positions:

1. OFFICE ADMINISTRATOR

Reporting to the Operations Manager, the Officer Administrator will be responsible for:

- Keeping proper records of FHRI members.
- Organizing meetings and keeping minutes.
- Managing FHRI's daily financial transactions and preparing monthly reports.
- Maintaining and monitoring all fundraising and accounting systems and procedures capturing all invoices and receipts as well as recording of all revenue transactions.
- Prepare reports of all the activities carried out.
- Prepare FHRI newsletter on all activities being carried out.
- Answer all FHRI member queries; registration of new members; follow-ups on fees payments etc.
- Ensure FHRI's website is updated at all times.
- Manage all FHRI related functions, ensuring proper documentation.
- Answer to Auditor's queries and provide documents as requested.
- Any other duties as directed by the FHRI Executive Committee

Essential Attributes

- Degree/Diploma in Management, Accounts, Marketing, or any other relevant study
- 2-3 years of experience in carrying out the responsibilities listed above as well as keeping records systematically, preparing accounts and managing projects/events.
- A strong work ethic with a focus on accountability that ensures that the team delivers quality client outcomes
- An inquisitive mind and the willingness to learn and contribute to the team
- Ability to work independently and adhere to strict deadline.

An attractive remuneration package will be offered to the successful candidates. All written applications and CV's should be emailed on info@fhri.org.fj by 16th February 2018. Telephone enquires may be directed to Sonam Krishneil on (679) 9993444.