

ADMIN/EXECUTIVE ASSISTANT POM BASED

**Join Papua New Guinea's Leading Technology
& Business Solutions Provider**

THEODIST Limited has been serving Papua New Guinea for more than 50 years and is the Country's leading technology and business solutions provider. Supporting corporate, government, mining, education, and commercial customers nationwide, THEODIST continues to expand its portfolio of innovative products and services.

We are a leading corporate organization committed to excellence, innovation, and delivering exceptional value to our stakeholders. We are seeking a highly professional, organized, and proactive **Administration & Executive Assistant** to provide comprehensive administrative and executive support to Senior Management.

Reporting to the **HR and Admin Team Leader**, the successful candidate will play a key role to ensure the smooth operation of the Executive Office. We require an individual who can maintain confidentiality, manage competing priorities, and build effective working relationships across all levels of the organization.

KEY RESPONSIBILITIES: Executive Support

- Provide high-level administrative and secretarial support to Senior Management.
- Manage executive calendars, appointments, meetings, and travel arrangements.
- Prepare meeting agendas, presentations, reports, correspondence, and briefing materials.
- Screen and prioritize communications, including emails, correspondence, and telephone inquiries.
- Manage day-to-day office administration activities and support efficient business operations.
- Act as a key point of contact between Senior Management and internal and external stakeholders.
- Liaise professionally with clients, partners, government agencies, and service providers.
- Facilitate effective communication across departments and business units.

QUALIFICATIONS & EXPERIENCE:

- Diploma or Bachelor's Degree in Business Administration, Management, Office Administration, or a related discipline.
- Minimum of 3-5 years' experience in an Executive Assistant, Administrative Officer, Office Manager, or similar role.
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- High level of professionalism, integrity, and confidentiality.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong attention to detail and accuracy.

What We Offer

- Competitive salary package.
- Supportive and collaborative work environment.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Submit your CV to: jobs@theodist.com.pg

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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www.theodist.com