



JOB DESCRIPTION
PRINCIPAL EXECUTIVE ASSISTANT OFFICER
EXECUTIVE ASSISTANTS & SUPPORT SERVICES DEPARTMENT

Position: Principal Executive Assistant Officer
Department: ESSD
Salary: Principal Grading Level
– Step 1 \$65,651 p.a
Term: 3-year Contract Term

Description

The Principal Executive Assistant reports directly to the General Manager responsible for the provision of high level of assistance and strategic support services to the General Manager's Office.

Duties and Responsibilities

1. Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants as well as consultants to so-ordinate a variety of complex executive meetings
2. Responsible for answering phone calls directed to the General Manager and take appointments request.
3. Prioritize and help in managing projects simultaneously and follow through on issues in a timely manner
4. Arrange travel schedule and reservations for executive management and Board as needed.
5. Arrange and manage travel documents and visa applications for SAA Staff.
6. Responsible for Management and Board Filing.
7. Assist in the preparation for Board Meetings, arrangements and compiling as well as the distribution of Board Papers.
8. Responsible for providing back up data as needed
9. Prepare Agendas for meetings, weekly time logs and inform Management and Board accordingly.
10. Manage most aspects of day-to-day office functions.
11. Responsible for receiving, reviewing and dispatching of all internal and external correspondences.
12. Responsible for Transport division for proper management of SAA Vehicles and drivers.
13. Serve as a Cabinet Liaison Officer and assist HR & Senior Management team with all Cabinet submissions.
14. Assist in maintenance and cleaning for all VIPs. i.e. Faleolo, Fagalii and Maota.
15. Responsible for SAA Gym.
16. Any other duties as discussed and arranged with General Manager

Core Competencies

The successful candidate will possess the following qualities:

1. High level understanding of secretarial or clerical satisfaction principles
2. High level written and oral communication skills in both English and Samoan
3. High level attention to detail in research, data analysis and report submissions
4. High level Presentation skills
5. Proven Innovative and Strategic thinking with a determination to meeting organizational goals.
6. Proven ability to foster team work and is able to work independently where required.
7. Proven ability in building and sustaining positive relationships across a dynamic workforce.
8. Proven ability to work under pressure with a positive attitude.
9. Demonstrated planning and research skills.
10. Demonstrated ability to understand and apply statutory requirements against the undertakings of the role.

Selection Criteria

1. Must hold a relevant Tertiary qualification in Public Relations, Business Administration, Secretarial or any relevant discipline. (Essential)
2. Must have at least 5 years' experience in Public Administration, Public Relations or Secretarial roles (Essential)
3. Demonstrated ability to network, and engage effectively with other staff members and with external stakeholders in issues pertaining to the Board of Directors & CEO Office.
4. Ability to communicate effectively both Samoan and English with all levels of Management and external parties. (Essential)
5. Demonstrate leadership skills. (Essential)
6. Must have good report writing skills and is computer literate with Microsoft WORD, EXCEL and PowerPoint applications. (Highly Desirable)
7. Should be computer literate and has proven experience in Microsoft Word/Excel, and other software etc.