

JOB DESCRIPTION

Executive Assistant to the CEO

Purpose

The Executive Assistant is a role within the CEO's office. The role has the following core functions:

1. Manage the CEO's agenda and business-related tasks for the Executive Leadership Team (ELT).
2. Coordinating travel arrangements for Executives.
3. Organising meetings, including timely preparation and sending of relevant documents.
4. Recording and writing meeting minutes within agreed timeframes.
5. Providing general administrative support to the Executive Leadership Team (ELT).

Role Dimensions

Reports to:	Chief Executive Officer (CEO)
Department:	CEO Office
Job Level:	O2
Location:	Head Office, Port Moresby
Direct Reports:	None

Person Specifications

- Qualification in Business Administration, Management, Finance, or a related field.
- Minimum of 7–10 years' proven experience in executive support, office management, or senior administration, ideally as an Executive Assistant or in a comparable role.
- Possession of a valid full driver's licence.
- Strong proficiency in the full Microsoft Office Suite.
- Demonstrated time management skills and organisational ability to prioritise workloads and manage tasks to ensure timely delivery.
- Excellent event coordination and project management skills.
- Highly developed communication skills, with the ability to engage confidently and effectively with senior executives, including members of the Executive Leadership Team.

Core Competencies

- Strong understanding and application of professional discretion and confidentiality.
- High level of integrity and sound judgment in managing sensitive matters.
- Composed, resilient, and calm under pressure.
- Able to manage ambiguity with a proactive, "can do" attitude and high energy.
- Excellent written and verbal communication skills, delivered with confidence and empathy, including experience preparing reports and papers for board-level audiences.
- Interpersonal skills with ability to build and maintain productive relationships with internal stakeholders across all levels of authority.
- Collaborative team player, able to work effectively with a diverse group of managers and their teams.
- Skilled in managing external stakeholders on behalf of the CEO when required.
- Proactive problem-solver with strong decision-making skills and initiative.
- Understanding of the PNG business environment.
- Detail-oriented with a structured and organised approach.
- Strong business analysis capability, with the ability to interpret data, identify trends, and deliver actionable insights.

Role Specific Areas of Responsibility

Operational	<ul style="list-style-type: none"> • Plan, coordinate, and support Executive Leadership, ALCO, and Risk Management meetings, including preparing agendas, compiling minutes, scheduling, sending reminders, and arranging catering where required. • Prepare and refine presentations using Microsoft Office Suite. • Manage executive calendars, ensuring sensitive meetings are prioritised, and sufficient time is allocated to prepare for and manage schedules effectively. • Assist the CEO in organising all Board meetings and undertaking administrative duties as directed. • Research and compile data to prepare documents, reports, and presentations for boards, committees, and executives. • Accurately record and distribute meeting minutes within agreed timeframes. • Handle incoming calls, direct them appropriately, and take messages as needed. • Greet visitors, assess their purpose, and facilitate access to executives where appropriate. • Read, analyse, and distribute incoming correspondence and submissions to relevant executives. • Maintain filing systems, retrieve corporate records, and ensure courier and mail documents are properly registered. • Coordinate executive travel arrangements within set timeframes and prepare purchase orders when authorised. • Perform general office duties, including ordering supplies and managing records databases. • Utilise a range of software applications, including word processing, spreadsheets, databases, and presentation tools. • Provide administrative and virtual assistant support to executives as required. • Offer reception support during lunch-hour relief.
Executive Support and Administration	<ul style="list-style-type: none"> • Coordinate and manage the CEO's schedule, priorities, and workflows to ensure time is effectively allocated to strategic initiatives. • Prepare correspondence, reports, board papers, and briefing notes with accuracy, discretion, and confidentiality. • Act as the central point of coordination for the CEO's office, managing high-level communications while maintaining strict confidentiality. • Oversee administrative processes within the CEO's office, ensuring efficiency and adherence to professional standards. • Greet and support all external clients—whether visitors at reception or telephone callers—with professionalism and respect. • Foster teamwork by contributing positively to collaboration and demonstrating professionalism in all interactions. • Provide constructive feedback to enhance cooperation and overall performance. • Establish and maintain effective working relationships across the organisation. • Demonstrate integrity and a strong work ethic, including the responsible use of FinCorp's equipment and resources. • Promote the effective use of IT systems while reducing reliance on paper-based processes. • Recommend practical, well-reasoned improvements to strengthen the administration and processes of the CEO's office. • Adhere to FinCorp's ISMS Policy, a shared responsibility of all employees and relevant business partners.

Strategic & Analytical Support	<ul style="list-style-type: none"> • Conduct preliminary reviews and analyses of reports, proposals, and presentations before submission to the CEO. • Develop executive dashboards, briefing packs, and performance summaries that highlight key issues, risks, and opportunities. • Support business planning by collecting and synthesising data, monitoring progress against strategic KPIs, and providing insights. • Identify opportunities for process improvement and recommend initiatives to enhance organisational efficiency.
Stakeholder Engagement	<ul style="list-style-type: none"> • Act as the primary liaison between the CEO and board members, executives, regulators, and external stakeholders. • Coordinate the CEO's engagements with shareholders, government representatives, and strategic partners. • Build and maintain strong professional relationships to ensure the CEO's office is regarded as a trusted and respected partner.
Project & Governance Support	<ul style="list-style-type: none"> • Monitor the CEO's strategic projects, ensuring key milestones are tracked and reports are delivered on schedule. • Support governance processes by preparing board agendas, drafting minutes, and following up on action items. • Oversee compliance requirements, ensuring critical documents adhere to corporate governance standards.