



## POSITION DESCRIPTION

<b>Position:</b>	Team Leader, Administration
<b>Incumbent:</b>	<b>Vacant</b>
<b>Department:</b>	Properties, Facilities and Administration
<b>Reports to:</b>	Manager, Properties and Facilities

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### ***Primary Function***

This role is primarily responsible for managing the administrative function to ensure that administrative and operational plans are implemented and managed effectively to meet organisational objectives. These include customer service; fleet management; fixed asset management, logistics and consumable management; records management; contracts management; statutory compliances and insurance.

### ***Key Result Areas***

1. Responsible for managing a range of administrative functions associated with customer service, transport service and fleet management and TISA Branches administrative support service management.
2. Ensures all premises are properly administered in terms of goods and services, storage and distribution facilities, telephone, fax and related property matters.
3. Manage the procurement, distribution, and inventory of office consumables to all divisions and branches.
4. Responsible for managing a range of administrative functions associated with property including GL reconciliation, budget control and maintenance.
5. Monitor, review and update procedures and products relating to admin services; develop and implement new products and procedures to improve transactional services; and liaise with important service providers for quality/timely provision of services.
6. Monitors and reviews administrative related service contracts and lease agreements, ensuring that all are updated.
7. Coordinate and administer corporate insurance functions and related activities in consultation with Manager, Properties and Facilities, and Manager, Finance and Accounts.
8. Ensures that all insurances, permits and statutory requirements are updated.
9. Staff management, development and training of administration department staff.

### ***Knowledge and Skills***

- Appropriate University Degree/Diploma in Business Administration or Equivalent.
- Minimum 3 years of administrative supervisory experience.

### ***Professional Attributes***

- High computer literacy skills.
- Strong organisation and time management skills.
- Strong interpersonal skills with the ability to communicate effectively with all levels of staff and management.
- Ability to think laterally and the flexibility to be able to work in an environment of constant change.



TISA



# WE ARE HIRING

## TEAM LEADER, ADMINISTRATION

**Location** | Port Moresby, Head Office

**Qualifications** | Degree/Diploma in Business, Administration or Equivalent.

**Experience** | Minimum 3 years of administrative supervisory experience.

**Successful candidates are to provide the following Pre-Employment Requirements;**

1. COVID-19 Vaccination Card
2. Medical Examination Report (must be of current year)
3. Police Clearance (must be of current year)

**Application Closes 4pm Wednesday 11th October 2023**

For more information visit:  
[www.tisa.com.pg](http://www.tisa.com.pg)

Submit your Expression of Interest and Resume to:  
[TISA.Recruitment@tisa.com.pg](mailto:TISA.Recruitment@tisa.com.pg)