



At Bmobile-Vodafone, our Vision is to be the leading provider of Voice and Data Services in Papua New Guinea and the Solomon Islands in terms of market share, profitability and customer satisfaction.

### ***HR Administration Officer - HONIARA***

Reporting to the Human Resource Manager – Solomon Islands

The HR Officer is responsible for providing HR and Administrative support and assistant to HR team and ensure that support is effectively delivered to the teams

- Arranging of flights & accommodations for traveling staff coming In & Out of the country
- Assist with lodging of Work permits/Visa, Long Term Visa for company staff
- Prepare HR Purchase orders and procurement of Office stationaries/cleaning items and other relevant items
- Processing of new Stock picking slips for handset, sim cards new staff/PNG visiting staff
- Support the HR team with recruitment oriented tasks delegated to them
- Processing of staff internal week topups
- Arranging of office social events, functions & event and other logistics support for the HR team
- Support the HR Manager with effective and timely administrative assistance relating to tasks delegated to them

#### **You will have;**

##### **Essential:**

- Tertiary qualification in relevant HR & Business Administration discipline
- 2 years' experience in HR Administration role
- Ability to make Decisions under pressure
- Good commercial and business understanding
- Proficient in computing – Microsoft Office program (Word, Excel, internet, email)
- Fluent in both Pidgin & English both verbal and written.
- Experienced in working in a multicultural environment
- Ability to foster team oriented goals.
- Working Knowledge of HR Administration tasks / systems
- Have a valid Driver's license

## **Benefits**

Competitive remuneration in line with experience and qualifications.

All applications will be treated with the strictest confidence.

Bmobile-vodafone is an Equal Opportunity Employer.

Please direct all applications to;

Email address: [jobs@bmobile.com.sb](mailto:jobs@bmobile.com.sb)

**Or**

The Human Resource Manager

Bmobile Solomon Islands Limited

PO Box 2134

Honiara Solomon Islands

**Or**

Drop off your application at our Office at Grand Plaza Building (Top Floor) , Town Ground/Opposite Iron Bottom Sound Hotel

Closing date for applications will be the; **Friday 22<sup>nd</sup> September 2017**