

# THE VOICE INC.



Purpose. Confidence. Contribution

<b>Job Title</b>	Administration and Logistics Officer
<b>Location</b>	Port Moresby
<b>Reporting to</b>	Executive Director
<b>Application Deadline</b>	Monday 31 <sup>st</sup> October, 2016

The Voice Inc. is looking to employ a full time Administration and logistics officer to join our dynamic team in Port Moresby.

**The person we are looking to employ should have:**

1. Excellent communication skills (both written and oral)
2. At least 1 year work experience in a similar role
3. A valid driver's licence
4. Be of sober habits
5. At least 3 References
6. Be computer literate and able to use Microsoft word, publisher and power point. A familiarity with Microsoft Access would be an added bonus.
7. A keen interest to work with young people.

**This person's roles & responsibilities will include:**

1. Attend to reception duties in the front of the office.
2. Provide admin support to The Voice Inc. staff team
3. Work with The Voice Inc. Ambassadors to run secretariat for the KomUNITY Program
4. Assist Public Officer with administration of the organization in accordance with IPA requirements.
5. Do fortnightly petty cash reconciliation
6. Organize fortnightly banking for the organization
7. Organise for the purchase and delivery of goods to support the office and its work.
8. Manage all organizational filing
9. Provide support to the office in all other logistics matters.
10. Update the asset register.
11. Update existing The Voice Inc. database

**If you are interested please attention your CV to:**

The Executive Director  
The Voice Inc  
P.O Box 224  
University, NCD

**Or deliver to:**

The Voice Inc. Office  
Catholic Chancery Building (Opposite Jack Pidik Park)  
Lot 12, Section 41, 5 Mile

Email: [info@thevoicepng.org](mailto:info@thevoicepng.org)  
Phone: 72032055 or 76391187