

CAREER OPPORTUNITIES

Opportunity to be  
part of something  
**great!**  
Team that believes in results

ATHKL is Kiribati's #1 Mobile network which operates with speed, simplicity and trust to enrich people's lives by connecting them to each other and the world. We are passionate about results and to be the best. We operate in a fast paced and ever changing environment to provide challenging and rewarding careers. At ATHKL we bring out the best in people, live our values and are passionate about what we do.

### Executive Assistant

We are now inviting applications from graduates that are seeking an opportunity to be part of our organization. Executive Assistant is a position with an attractive salary scale.

To be eligible you must:

- **Certified tertiary qualifications with Diploma & Degree, preferably In Public Administrations and Management, Finance**
- **Be a self-starter and demonstrate strong writing, editing and verbal communication skills**
- **Must be self-directed, have excellent initiative, innovative, be "on the go", possess organizational skills and willing to learn**
- **Proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position**
- **Full comprehension of office management systems and procedures**
- **Excellent knowledge of MS Office**
- **Proficiency in English**
- **Exemplary planning and time management skills**
- **Up-to-date with advancements in office gadgets and applications**
- **Ability to multitask and prioritize daily workload**
- **High level verbal and written communications skills**
- **Discretion and confidentiality**
- **Be technology savvy and have a passion for excellence;**
- **Be a team player and have the desire to succeed**

If you think you've got what it takes to achieve great things in a dynamic, fast-moving, innovative and customer focused business environment, and reap the rewards of your hard work, then we want to hear from you!

Submit your current Resume, Copy of transcripts/qualifications with an Application letter by 27<sup>th</sup> April 2018 to

Chief Executive Officer  
Amalgamated Telecom Holdings Kiribati Limited,  
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Tarawa,  
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Or

Email: [jobs@athkl.com.ki](mailto:jobs@athkl.com.ki). you also can deliver it personally to ATHKL headquarter office at Bairiki during business hours.