



## JOB DESCRIPTION - TEAM LEADER ADMINISTRATION

### **Job Purpose**

Team Leader Administration is responsible for providing effective leadership and coordination of administrative services and ensures administrative functions are delivered efficiently and in alignment with BAF internal policies and procedures.

### **Reporting to: Manager Finance**

### **Key Responsibilities:**

#### **1. Procurement Facilitation**

- Lead and manage all procurement processes within BAF;
- Work closely with all departments/sections to understand their procurement needs, consolidate requirements and ensure timely & compliant procurement;
- Manage all tender processes and its requirements including advertisement, evaluation and reporting;
- Prepare vendor agreements, ensuring accuracy and compliance with organizational.
- Maintain updated procurement records and ensure transparency and accountability at all stages.

#### **2. Project Facilitation and Coordination**

- Oversee all capital project for BAF;
- Track progress and provide regular updates to Management;
- Ensure all projects documentation, reporting, procurements are well maintained.

#### **3. Asset & Property Management**

- Ensure all assets are tagged properly and monitored for usage and condition;
- Manage asset agreements, leases, contracts and ensure all terms are met and renewals or termination are handled appropriately;
- Coordinate property maintenance, inspections and compliance with lease terms and legal obligations;
- Oversee asset disposals in line with policy and prepare related reports for management and audit purposes.

#### **4. Fleet Management**

- Manage the allocation of all BAF vehicles and boats and driver assignments;
- Oversee usage logs, fuel monitoring and maintenance schedules;
- Ensuring that all transport assets meet safety and operational requirements;

- Prepare and manage the annual budget for fleet services, including fuel, maintenance, repairs, insurance, and operational expenses, ensuring accurate forecasting and cost control.

#### 5. Capital Management

- Provide administrative leadership and procurement support for all capital projects;
- Monitor progress, assist with budgeting and ensure all procurement activities are aligned with project timelines.

#### 6. Leadership and Team Management

- Lead and supervise the administration team and ensuring a high standard of service delivery;
- Lead by example and assume responsibility and ownership of the team's culture of continuous improvement;
- Oversee and authorizes personnel leave(s), attendances, allowances and extra hours in the administration section.

### Qualification and Experience

#### Education

- Bachelor's Degree in Business Administration, Management or Accounting;
- Post Graduate Certificate in Business Administration/Public Administration is an added advantage.

#### Experience

- Have 4 to 6 years of leadership experience in performing the administration function and Supervisory level or leadership role.

#### Key Competencies

- Demonstrate ability to supervise, lead, motivate and develop staff;
- The ability to perform multiple tasks with minimal supervision and extended hours and maintain confidentiality;
- Project management skills;
- Self-motivated team player who is able to deliver effective results within tight deadlines;
- Confident and experience in client interaction in a professional and competent manner.

#### WHERE TO SEND YOUR APPLICATION

1. Visit our website [www.baf.com.fj](http://www.baf.com.fj) to access the Job Description and click on the link to apply.
2. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 18th July 2025 at 05:00pm.

*Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.*

**BAF IS AN EQUAL OPPORTUNITY EMPLOYER**