

Administration Intern

Join us at SPX and be part of the team that's shaping the future of Fiji's capital markets.



About SPX

The South Pacific Stock Exchange (SPX) is the only licensed securities exchange in Fiji and is regulated by the Reserve Bank of Fiji. SPX plays a crucial role in driving economic growth by providing a platform for capital raising and investment opportunities. We are now seeking a dynamic and dedicated **Administration Intern** to join our team and contribute to the expansion of our market.

About the Role

This six-month internship offers a valuable opportunity to gain hands-on experience, with the potential for transition into a permanent role at SPX based on performance. As an Administration Intern, you will support the Finance & Administration Team in delivering front office and administrative functions, ensuring smooth day-to-day operations. In addition to general administrative duties, you will work closely with senior management, assisting in coordination, scheduling, and stakeholder engagement. This role provides valuable exposure to key organizational processes, helping you develop strong organizational, communication, and problem-solving skills while building a solid foundation for career growth.

What We're Looking For

- **Qualifications:** Currently pursuing or recently completed a Diploma/Degree in Business Administration, Management, Commerce or a related field.
- **Experience:** Prior experience in a corporate setting is an advantage. Proficiency in office phone systems, email management, and scheduling tools is expected. Basic IT troubleshooting skills are a plus.
- **Skills:** Proficiency in Microsoft Office Suite, with the ability to multitask and prioritize front desk operations efficiently. Strong organizational and time management skills, excellent communication and interpersonal abilities, along with problem-solving skills and adaptability in a dynamic work environment.
- **Attributes:** High integrity, accountability, attention to detail, and a strong team orientation. Patience and empathy in handling customer queries and concerns are essential.

Why Join SPX

- **Unique Experience:** Gain valuable exposure with Fiji's only licensed stock exchange.
- **Growth:** Develop essential workplace skills while working alongside experienced professionals in a supportive environment.
- **Opportunity:** This internship comes with the potential for a permanent role based on performance.

SPX is an equal opportunity employer. If you are eager to make a difference, we encourage you to apply.

Send your resume and cover letter to vacancies@spx.com.fj with "Administration Intern" in the subject line by 5 pm FJT on 14 February 2025