

# A community of solvers that leads with the heart and lives by our values

Be a part of The New Equation.

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## PwC Careers

Join our community of solvers. Bring your purpose to a heart-led community of solvers working together to make a positive impact.

We invite you to apply for the following opportunity based in Port Moresby:

### Business Solutions Coordinator

A career in operations support will give you the opportunity to provide administrative support to our partners and line of service teams. You'll focus on using business software applications, manage and monitor business processes, effective and timely communication with various stakeholders, and overall people and operational support. Additionally, you'll help our team with calendar management, data management and report generation and review.

PwC Professional skills and responsibilities for this role include but are not limited to:

- ensuring the smooth operations of the Business Unit (BU)
- managing billings and invoices
- monitoring and help drive completion of team deliverables
- managing complex scheduling arrangements
- work closely with the BU management and other Executive Assistants to support the organisation.

We're looking for someone who has a minimum of four years proven expertise in a similar role. You will ideally hold a relevant tertiary qualification or an equivalent combination of education and work-related experience. You will have experience supporting a large team, have strong digital capabilities and be a fast learner. Having excellent communication skills, your eye for detail coupled with strong time management and organisational skills, you will thrive in this role.

PwC is Papua New Guinea's leading professional services firm. We offer in return a competitive salary package, commensurate with experience, and an environment that encourages you to do meaningful work and make an impact.

### Send your application

Submit your application now by emailing us your CV and relevant supporting documents to [pg\\_humancapital@pwc.com](mailto:pg_humancapital@pwc.com) using the subject line **EOI - Business Solutions Coordinator**

**Applications close Friday, 11 November 2022.**