



VACANCY NOTICE

The Vanuatu Financial Services Commission wishes to recruit a **Receptionist** for its Corporate Services and Human Resources Department to start as soon as possible. The successful candidate should satisfy the following criteria:

- A Certificate in Office Management and/or Administration;
- Must have at least 5 years experience as a receptionist;
- Ability to communicate effectively and in a professional manner. Proficient communication in English language is a must. Preference will be given to candidates with proficiency in both English and French language;
- Able to handle a busy work schedule and is multi task;
- Must be computer literate with some understanding of MS Office Applications;
- Good telephone skills; and
- Be punctual, reliable, responsive, respective and diligent character.

The successful applicant will be offered the opportunity to be part of the Commission's Corporate Department and on the job training will also be provided. If you think you are capable and are interested to join the VFSC team, please send your applications and CV to the address below and marked "CONFIDENTIAL" or email it to: tabi@vfsc.vu

**The Commissioner,
Vanuatu Financial Services Commission,
Private Mail Bag 9023, PORT VILA.**

Applications must be received by 4.30pm of business day of Friday 26th July 2024.

Port Vila

Companies House
Rue Bouganville
PMB 9023, Port Vila,
Vanuatu

Luganville

Millenium Building
PMB 9005, Luganville
Santo, Vanuatu

Penama

c/o Vanuatu Post
Saratamata,
East Ambae, Vanuatu

Malampa

c/o Malampa Provincial
Government Council
PO Box 22, Lakatoro
Malekula, Vanuatu

Tafea

c/o Tafea Provincial
Government Council
PO Box 28, Lenakel
Tanna, Vanuatu