



RESERVE BANK OF VANUATU

VACANCY

RECEPTIONIST

The Reserve Bank of Vanuatu invites applications from interested Ni-Vanuatu candidates for the position of the Bank's front office **Receptionist**. The position reports directly to the Manager of Logistics, and subsequently to the Director of Support Services. The main duties of the position include:

- *Having an outstanding communication, customer service, and organizational skills;*
- *Ensuring our customers' are greeted appropriately, in a professional manner; and their needs are adequately met*
- *Be able to maintain the visitor registry accurately;*
- *Ensure incoming phone calls are answered and addressed in a timely and polite manner;*
- *Ensure to keep a good record of incoming and outgoing mail;*
- *Monitor movement of visitors, including staff, through the Banks premises*
- *Be able to keep the reception area immaculate and presentable*
- *Must be computer literate*

Applicants are encouraged to have excellent communication skills and delivering exceptional customer service assistance.

General Conditions

An attractive remuneration package will be offered which will be commensurate with experience and qualifications. Applicants must have a good command of English and some knowledge of French. Exposure in the Tourism industry is ideal although not compulsory.

Written applications should include curriculum vitae, the names and addresses of three (3) referees and copies of relevant qualifications.

All applications should be received no later than Monday 26 April, 2021 and addressed to:

The Governor
Reserve Bank of Vanuatu
Private Mail Bag 062
PORT VILA
sathy@rbv.gov.vu

The Reserve Bank is an equal opportunity employer