



VACANCY NOTICE: Receptionist

The Port Vila City Council is keen to recruit a suitable candidate for the exciting role of **Receptionist** within the Organization.

The position title is responsible to attend to visitors and address enquiries both face to face and on the phone or email to provide information regarding the Council to clients or the general public.

Post Details

Grade: PGO 2.1
Annual Salary: 768,800vt
Division: Finance & Administration
Location: PVCC Headquarters, Port Vila Vanuatu

Candidates with the following Qualification and Experience are eligible to Apply:

Education / Training	Certificate II in Business Administration
Experience	2 - 3 years experience
Language	English, French & Bislama (Read and Write)
Competencies	<ul style="list-style-type: none">• Strong telephone & email etiquette• Good customer service skills• Good interpersonal skills• Good verbal & written communications skills• Team player• Ability to work with Microsoft office• Ability to work without supervision• Punctual with strong attendance history

All applications will be addressed to the **Acting Town Clerk, Mrs. Michelle Trief, P.O. Box 99, Port Vila City Council**. Attach application letter with complete supporting documents such as, Curriculum Vitae, a certificate copy of relevant certificates, copy of qualifications & transcripts where applicable, birth certificate, reference with previous and current referees included.

For further enquires in regards to position description please do not hesitate to contact 22113 or email rkalonikara@pvcc.gov.vu

Applications close on 11th July 2025 4.30 pm