



**WATERFRONT**  
REAL ESTATE VANUATU  
*'your safe investment in paradise...'*

## **ADMINISTRATION ASSISTANT – REAL ESTATE PART TIME**

- Great Opportunity to work part time and make extra income while completing your studies
- Safe and professional environment in the Port Vila office
- Learn office organization and management skills while working

### **The Organisation**

**Waterfront Real Estate** is a boutique agency, operating in Vanuatu since 2005.

We focus on innovation, professional skills and integrity to provide our clients and customers with the best, reliable and most efficient service possible in Vanuatu.

We are looking for young and enthusiastic professionals to join our small team of people who possess the desired attitude to work, achievement and ultimately, personal satisfaction & fulfilment.

We provide training in all relevant aspects of the position.

### **The Position**

#### **Administration Assistant**

**Part Time:** Monday to Friday 7.30am to 11.30am

**Workplace:** Waterfront Real Estate office, International Building, No. 5 Wharf Road

### **The Candidate**

Ideally a University student or young professional who is looking for an interesting and rewarding part time occupation, with the possibility of a long-time career.

Energetic and enthusiast, with a positive attitude to life and a strong work ethic.

### **Essential Selection Criteria**

1. Diploma in Book keeping, Administration, Accounting or similar fields
2. Excellent English both spoken and written
3. Xero, excel, word
4. Vanuatu citizen
5. Excellent organizational skills
6. Professional and enthusiastic attitude
7. Well presented and mannered
8. Team player

### **Desirable Criteria**

- a) University Degree in Business management, Accounting or similar fields
- b) Enrolled in a University course in Accounting, Business management or similar fields
- c) French & Chinese
- d) Previous experience

### **Remuneration**

Depending on qualifications and experience.

Periodic reviews and premiums on performance.

### **To Apply:**

Download the full Job Description from our website, at the bottom left of the page:

<https://www.waterfront.com.vu/resources/>