

**ADMINISTRATION & MARKETING – REAL ESTATE
PART TIME**

- Great Opportunity to work part time and make an income
- Safe and professional environment in the Port Vila office
- Learn office organization and marketing 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, including:

The Position

Administration & Marketing

Part Time: Monday to Friday 8.00am to 12.00pm

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

Tasks: Administration general
Create and keep organized files
Title Search, Copies and other matters at Department of Lands
Other public offices visits & tasks
Attend to client's enquiry at the office and via e-mail
Graphics & content for marketing material
Populating forms and contracts
Book keeping – Xero
Banking

The Candidate

Ideally a young professional with a bachelor's degree or diploma, who has experience in administration and graphics and 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.

Extremely organised and punctual.

Essential Selection Criteria

1. Diploma in Book keeping, Administration, Accounting, or similar fields
2. At least 2 years experience in office administration and book keeping
3. Excellent English pronunciation and fast typing.
4. Xero, excel, word, power point
5. Vanuatu citizen
6. Excellent organizational skills
7. Professional and enthusiastic attitude
8. Well presented and mannered
9. Team player
10. VNPF registration

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) Use of graphic softwares
- d) French & Chinese

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/>

Send your brief cover letter (max 1page), CV (max 2pages) and copy of the qualifications to:

francesca@waterfront.com.vu

Applications must be received by the 9th of October 2022.