



**VCCI VACANCY**

**1 JOB POSITION**

**CLEANER – ADMINISTRATIVE ASSISTANT**

**CLEANA – ADMINISTRATIVE ASSISTANT**

Vanuatu Jemba blong Commerce mo Indastri (VCCI) emi lukaotem wan person we bae i mekem part taem wok blong Cleana – Administrative Assistant - Monday, Wednesday mo Friday, 7am-2pm.

Jemba emi wan bisi ofis mo emi relai long Cleana – Administrative Assistant blong mekem cleaning long ol offices, kitchen mo bathroom mo maintenem ol offices, kitchen mo bathroom oli clean oltaem.

Bae emi assistim Administration Officer long photocopying, mail collection mo delivery, filing, banking, mo assistim long ol events mo meetings, olsem preparem ol rooms blong ol meetings o blong hiring, arrangem mo servem meals long ol meetings, mo assistim Administrasen long ol narafala samting taem i nidim.

Emi mas mitim ol rekuaremen olsem:

- Good experience long cleaning
- Good experience and understanding long health and safety
- Basic catering
- Basic administration
- Use of phone system
- Save wok taem i no kat supervisen
- Good taemkeeper
- Practical, reliable mo efficient – deliverem high quality work on time
- Mature mo confident
- Collaborative team player
- Save rid mo raet

Yu save raet i kam wetem CV blong yu long:

Attention: Ann Tari  
Vanuatu Chamber of Commerce & Industry  
P O Box 189  
Port Vila  
Vanuatu  
Tel: 27543

Or email i ko long : [reception@vcci.vu](mailto:reception@vcci.vu)

**OI applications i mas kasem Jemba ofis bifo 5pm long Friday 15 September 2023.**