

ADMINISTRATION ASSISTANT – REAL ESTATE PART TIME

- Great Opportunity to work part time
- Safe and professional environment in the Port Vila office
- Learn admin, marketing and clients 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.

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 and website subscriptions

Graphics & content for marketing material

Populating forms and contracts

Bookkeeping – Xero

Banking

The Candidate

Ideally a young professional with a bachelor's degree or diploma, who has experience in administration and bookkeeping and is looking for an interesting and rewarding part time occupation, with the a view to a full time position and long-time career.

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

Extremely organised, well presented 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 bookkeeping
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 software
- 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 1 PAGE COVER LETTER, 2 PAGES CV and COPY OF QUALIFICATIONS to:

francesca@waterfront.com.vu

Applications must be received by the **19th of June 2023**.

Late, incomplete or otherwise received applications or requests, will NOT be considered.