

## **POSITION DESCRIPTION**

National Fisheries Authority

### **IF2565 - Receptionist**

Reporting directly to the Executive Manager, Corporate Services through close supervision by the Manager of Properties, the receptionist must be available at all times at the main reception area to ensure NFA clients are attended to and all queries are promptly addressed.

The receptionist will be the direct communication link between NFA staff and relevant clients/stakeholders of the Authority.

#### **Essential Competencies**

- Minimum qualification of Secretarial Certificate with at least 3 years experience as a receptionist / secretary.
- Demonstrate capacity to control and attend to a wide range of enquires.
- Sound knowledge of filings/records and office management systems.
- Proven high levels of self motivation, reliability, punctuality and customer service standards.

**Applications close on 21 September 2009**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [admin@vanguardpng.com](mailto:admin@vanguardpng.com) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**