



VACANCY

RECEPTIONIST/PERSONAL ASSISTANT

WWF-Pacific, the global conservation organization is seeking to recruit a Receptionist/Personal Assistant who will report directly to the Human Resources & Administration Manager.

The position will be based in the WWF-Pacific Office at 4 Ma'afu St in Suva, Fiji

Requirement Qualifications and Experience

- Diploma in Administration or Management with minimum of 2 years of work experience in reception/administration or secretarial work.

Required Skills and Competencies

- Strong communications skills: verbal & active-listening that maintain positive interpersonal relations, better work-flow and a positive environment;
- Professional telephone etiquette, skills and disposition;
- Effective administrative and time management skills;
- Excellent written and spoken English;
- Ability to set priorities successfully working with minimal supervision;
- A high level of interpersonal skills;
- Strong customer focus;
- Excellent organisational skills in supporting administrative processes;
- Ability to handle multiple visitors simultaneously;
- Knowledge of purchasing process;
- Demonstrated excellent PC-based computer skills, preferably with current Microsoft Word, Excel, and PowerPoint;
- Adhere to WWF's values: *Knowledgeable, Optimistic, Determined and Engaging.*

Terms and Benefits:

An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate.

Various other benefits include health, accident and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for 3 years depending on annual performance review and funding availability.

Job Descriptions

More information on the role and job description can be downloaded from our website: www.wwfpacific.org

How to Apply?

If you have the relevant experience and qualifications, you are encouraged to send an application, including a complete CV with full contact details of three referees. Applications addressed to the Human Resources Manager, should be sent via email to **ppo.hr_recruit@wwfpacific.org** by Tuesday, 01st December 2015.

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.