



**Australian High Commission**

**Vanuatu**

<b>Organisation</b>	Australian High Commission, Vanuatu
<b>Title and Position Number</b>	Receptionist and Administration Officer – PVLA2001
<b>Section</b>	Corporate
<b>Contract Type</b>	Permanent full-time contract

**The Australian High Commission Vanuatu**

The Australian High Commission located in Port Vila manages the Australian Government's presence in Vanuatu. We promote Australia's interests, facilitate international trade and investment, deliver development assistance, respond to crises and provide services to Australian citizens. Details of our work, as well as our purpose and priority functions can be found on our website [www.vanuatu.embassy.gov.au](http://www.vanuatu.embassy.gov.au).

**About the position**

Under direction, the Receptionist and Administration Officer manages the reception area and supports the efficient operations of the corporate section for the Australian High Commission in Port Vila.

**The key responsibilities of the position include, but are not limited to**

- Undertake reception duties, monitor the switchboard, receive visitors, and maintain telephone directories
- Maintain the Australian High Commission contact databases
- Liaise with the general public and respond to routine requests for information from internal and external clients
- Facilitate appropriate entry for visitors in accordance with security guidelines
- Maintain public information and the appearance of the public entrance space
- As a sub-cashier, receive passport and consular payments
- Undertake other duties as directed, including assisting with human resources processes and projects, high-level visits and crisis response.

**Qualifications/Experience**

- Tertiary qualifications or at least two years' professional experience in an administration.
- Demonstrated high level representational and/or client services experience
- Demonstrated judgment, problem solving and skills in prioritising work including the ability to work proactively in a small multi-disciplined office
- Well versed in Microsoft office suite, particularly Excel and data management
- Strong communication and interpersonal skills in written and spoken English and Bislama, with the ability to maintain confidentiality.