



VACANCY

Receptionist

Salary Range \$15,047 – \$25,092 + Health Insurance, Life Insurance and Retirement Plan

The Western and Central Pacific Fisheries Commission (Tuna Commission) invites applications from suitably experienced and qualified individuals for the post of Receptionist to be based at its Headquarters in Kolonia, Pohnpei State, FSM.

The Receptionist reports to the Finance and Administration Manager and plays a crucial role in supporting the administrative functions of the office. This role involves being the primary point of contact for office visitors, managing the efficient processing and distribution of mail and telephone calls, and maintaining petty cash records. Responsibilities include providing secretarial services to senior management, managing mail collection and customs clearances, and arranging less complex procurement of goods and services. Additional duties include providing necessary support services, with the flexibility to undertake other tasks as assigned.

Applicant should meet the essential qualifications, experience and have excellent communication skills to undertake duties set out in the Terms of Reference (TOR). The TORs can be found at <https://www.wcpfc.int/vacancies-opportunities>. Applications should include cover letter, resume and three references. Communications can be addressed to Mr. Aaron Nighswander, Finance and Administration Manager, with submission by email to (Aaron.Nighswander@wcpfc.int) or at the Tuna Commission office by closing date on **Friday 21 June 2024**.

For related information and queries, please call **320-1992/1993** or visit our website at www.wcpfc.int.

Terms of Reference

Secretary/Receptionist

Salary Level: Support Grade 6

Reports to: Finance and Administration Manager

Key Responsibilities: The Secretary/Receptionist provides support to the Secretariat's work in supporting the reception area of the office and conducting errands around Pohnpei.

Duties will include:

1. Receive individuals at the office and ensure efficient processing and distribution of mail and telephone calls.
2. Act as the petty cash holder and maintain related records.
3. Provide secretarial services to senior management as required.
4. Collect mail from the post office and assist with customs clearances, bill of lading, and airway bills.
5. Arrange less complex procurement of goods and services for the Commission.
6. Assist with the preparation of purchase orders for office supplies, delivery, and payments to vendors.
7. Maintain subsidiary records for telephones, electricity consumption, and fuel usage and assist with the collection of private phone charges.
8. Provide necessary support services.

Qualifications and Experience

Essential:

1. Demonstrates a good attendance record and strong positive work ethic.
2. Possesses a high level of oral and written communication skills in English and Pohnpeian.
3. Has excellent interpersonal skills and commitment to teamwork with demonstrated maturity and good judgment.
4. Demonstrates ability to work alone and meet deadlines.
5. Possesses a proficient understanding of computer systems and Microsoft Office products, specifically Word, Excel, and Outlook.
6. Good understanding of telephone switchboard as well as basic reception procedures.

7. Possesses a valid driver's license.

Desirable:

1. Relevant academic qualifications.
2. Appropriate experience in secretariat and reception roles and or related activities.
3. Prior experience in an organization of similar size to the Commission as well as exposure to work with multinational and multidisciplinary colleagues.

Revised: 5-31-24