

**ADMINISTRATION ASSISTANT – REAL ESTATE  
PART TIME**

- Great Opportunity to work part time and make extra income while completing your studies
- Safe and professional environment in the Port Vila office
- Learn office organization and management skills while working

**The Organisation**

**Waterfront Real Estate** is a boutique agency, operating in Vanuatu since 2005.

We have extensive knowledge and experience of the land legal system and dealings in Vanuatu and we design and project manage buildings since 2009.

Our Vision is *“to work for safe and clear Land Dealings and Development in Vanuatu”* and our Mission Statement is *“to ensure Your safe investment in paradise”*.

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, including:

- Xero basics
- Land Laws
- AML & CTF Procedure Manual
- Graphics

**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 at the office and via e-mail

Graphics & content for marketing material

Populating forms and contracts

Book keeping – Xero

Banking

**The Candidate**

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

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

Extremely organised 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 book keeping
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:**

Send your brief cover letter (max 1page), CV (max 2pages) and copy of the qualifications to:  
[francesca@waterfront.com.vu](mailto:francesca@waterfront.com.vu)

Applications must be received by the 9<sup>th</sup> of October 2022.

Late application will NOT be considered.

If your application is shortlisted, you will be invited for an interview at the office or online.

**Please Note:**

The starting date for the position is set at the **19<sup>th</sup> of October 2022** at our office,  
International Building, No. 5 Wharf Road, Port Vila.

The Applicant must have a VNPF number before the starting date.