

VACANCY



The Anglican Church Regional Headquarters of the Diocese of Polynesia

RECEPTIONIST AT THE M.A.S.T.

Applications are invited for the position of Receptionist at the *M.A.S.T. the regional headquarters of Diocese of Polynesia at 7-11 Des Vouex Road, Suva. The Receptionist will be part of the team supervised by the Diocesan Secretary and Registrar.

The primary role of the Receptionist position is to support all the offices/ministries located at MAST by effectively managing the front desk through excellent customer service in answering telephone calls, responding to enquiries and in effectively discharging other related functions as required.

Applicants should:

- Possess a relevant diploma and/or professional qualification for the position;
- Have excellent PR and communication skills, telephone etiquette, and in maintaining confidentiality;
- Be computer literate with the ability to use office equipment such as the fax and the photocopy machines etc.
- Organized and respectful and with the ability to work under pressure.
- Have knowledge of the Anglican Diocese of Polynesia; preferably a communicant member of the Anglican Church.

Written applications indicating qualifications, work experience, and names of two (2) referees (one professional and one character reference) in a curriculum vitae may be sent to the Diocesan Secretary

and Registrar, Diocese of Polynesia, P.O. Box 35, Suva, or emailed to registrar@dioceseofpolynesia.org

Any questions relating to the position may be directed to Revd Sepiuta Hala'api'api. Tel 7706588/8990955

on email registrar@dioceseofpolynesia.org

Applications close at 4pm on Wednesday 24/1/2018.

* MAST – Moana Anglican Services and Teaching Centre.