



Career Opportunity

Title	HR 330/2021— Receptionist
Department	Faculty of Education and Humanities (FEH)
Reports to	Dean FEH
Location/Campus	Panatina

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Degree or Diploma advance qualification in management, business studies and public administration from a recognized institution.

Experience

- Demonstrate the ability to written and spoken English
- Excellent interpersonal skills
- Strong phone skills
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
- Reliability and punctuality with strong attendance history.
- Ability to work as a team member

Refer to Job Description or further information.

Applications: Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU Website: <https://www.sinu.edu.sb/hrd/job/>
Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: December 3rd 2021 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to recruitment@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**