

EVENT PLANNERS

We are recruiting for Event Planners. This is a position reserved for Ni Vanuatus who are highly motivated, creative and well organised.

The following are the minimum requirements:

- Basic computer skills including demonstrated proficiency of MS Office software.
- Knowledge of email and other internet applications.
- Excellent verbal and written communication skills in Bislama and English with proficiency in French a distinct advantage but not mandatory.
- Demonstrated time management and organisational skills, including high levels of attention to detail, the ability to meet deadlines, and handle competing demands without compromising standards of service and quality.
- Demonstrated experience in working autonomously and as an integrated team member with proven collaborative skills.
- Be able to liaise with individuals at all levels in a professional, confident, engaging, responsive and timely manner, with a strong customer service orientation.
- Able to solve issues quickly and deal with unexpected changes to plan
- Demonstrated strong customer service skills.

Please send your applications via email only to:

Event Planners

c/-the Chief Executive Officer

Vanuatu Broadcasting & Television Corporation

Email: teamvbtc@vbtc.vu

Please include the following in your application:

1. Your curriculum vitae
2. The name, position and phone/email details of two (2) referees - one of which must be people who can tell us about your work experience and character;
3. A 50-word statement on why you want to be part of Team VBTC.

Applications close at 4:30pm on Friday 30 October 2020. Any applications received after this deadline will NOT be considered.

For further information or clarifications please call Lilon on 22999 or email lbongmatur@vbtc.vu



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