



## VACANCY

### WHARF ATTENDANT – SUPPORT STAFF (2 Positions)

The company is currently seeking to recruit suitably qualified and experienced individuals in the role of (Support Staff) Wharf Attendant based in Suva at our Local Wharf. This is an opportunity to progress within a dynamic organisation and be part of its exciting future.

#### Key responsibilities include:

- Assist in Berthing and unberthing of vessels
- Supply fresh water to vessels in a timely manner
- Ensure accurate recording of water meter readings
- Collect parking fees
- Ensure efficient flow of traffic within the port facilities
- Maintain Accurate log of daily operation
- Report and record incidents
- Assist with the daily operational matters
- Maintain cleanliness of the Port facilities

#### Candidates need:

- Form Six pass
- Additional qualifications would be an advantage
- At least 1 year of experience in a similar field of operations
- Basic Computer (MS Office) knowledge is preferred
- Good communication skills, both written and oral
- Must be physically fit to conduct operational duties listed above
- Must be flexible with working with rostered schedules and working overtime

#### Remuneration:

An attractive remuneration package will commensurate the successful Candidate's qualifications and experience.

#### How to Apply:

Applications will be treated with strict confidence and applications together with a detailed **CV, Cover Letter, 3 Referees and recent Phone Contact & Email Address** should be forwarded no later than **5.00pm Tuesday 24 September, 2019**.

For online submission, click on, or paste into your browser, the following URL:

<https://app.hrmonise.com/job/fiji-ports/wharf-attendant-support-staff>

#### Further details:

Role description is available on the Fiji Ports website <http://www.fijiports.com.fj/> - search for this job on '**About Us**' under '**Careers**'.

*[Please note that applications sent after the due date would not be considered and only shortlisted candidates would be notified. We thank all applicants in advance for expressing their interest in working with FPCL.]*

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