



DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: RECEPTIONIST

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Answers and directs incoming phone calls to appropriate individuals.
 2. Greets and assists walk-in customers, secure nature of visits and direct to appropriate individuals, and provide routine information about the bank.
 3. Opens, date stamps, and logs all incoming correspondences; distributes and processes mail to proper personnel and departments.
 4. Performs clerical functions incidental to reception activity.
 5. Provides support for administration personnel.
 6. Maintains lobby area in an orderly appearance.
 7. Performs essential public relations duties and special projects and any other duties as assigned by the President.
-

QUALIFICATIONS

EDUCATION/EXPERIENCE: High School diploma with six to twelve (6-12) months experience directly related to the duties and responsibilities specified.

SKILLS/ABILITIES: Must be fluent verbally and in writing in both English and Samoan with the ability to effectively communicate information.
Good interpersonal and public relations skills.
Excellent customer service skills.
Demonstrate sound work ethics.
Possess cultural and political awareness and sensitivity.
Be flexible; Consistent and Fair and Respectful
Self-starter.
Ability to operate computer applications and other business equipment including calculators, typewriter, printer, telephone.

Please submit your Resume & Application to the Development Bank of American Samoa located in Pago Pago - 2nd floor. Please contact our office at 633-4031 for more information.

Deadline to Apply: Open Until Filled.