



POSITION DESCRIPTION

Position Title:	Cleaner/Office Assistant
Department:	Finance & Operations Department
Reports to:	Chief Finance Officer, through the Team Leader, Operations
Term of Employment:	Permanent Position

Purpose

The Cleaner/Office Assistant is the person who ensures that the **nbs** Office facilities are maintained, hygienic, tidy and cleaned daily. Report to the Team Leader, Operations if there is a water supply shortage or the main building cleaners/contractors are in compliance with their cleaning contract. Also, this person works closely with the Company Secretary or CEO's Personal Assistant in organizing Management meetings and servicing the Board of Directors monthly meetings.

Key Responsibilities

The role's core responsibilities include:

Promote & Uphold hygiene of all **nbs** facilities:

1. Clean the Office of the CEO and Management's office rooms daily.
2. Tidy up the conference and meeting rooms daily and ensure they are in order before meetings take place.
3. Ensure the bathroom facilities are always of hygienic standard.

Good Public Relations and Interpersonal Skills:

1. Demonstrate excellent public relations and interpersonal skills to the staff, management and the Board of Directors.
2. Assist in greeting customers both internally and externally.

Collaboration and Team Work:

1. Work closely with Operations team members in maintaining Office facilities for a safety working environment.
2. Participate in other office events when and as required.
3. Collaborate with Company Secretary and Finance and Operations team in organizing the venue, refreshments and preparation for Management and Board of Directors' meetings.
4. Ability to work well in a team-oriented environment.
5. Must attend to any ad hoc requests from the CFO and the Office of the CEO.

Core Competencies/Skills and Abilities

- Polite, calm and have a reasonable approach.
- Good communication, public relations and interpersonal skills.
- Ability to follow instructions.
- Good oral and written communication in both English and Samoan.
- Passion for collaboration, learning, and sharing.
- Values strong ethics, acting with integrity and respect, and upholding the **nbs** Code of Conduct.

we are Samoa

Qualification

- Must have completed Secondary School Leaving Certificate.

Experience

- 1-2 years of experience in a Cleaner/Office Assistant role.

Remuneration

- The position offers an attractive remuneration package based on experience.

Reporting, Supervision and Performance Evaluation

- Reports to the Chief Finance Officer through the Team Leader, Operations
- The CFO and Team Leader, Operations will evaluate performance and report assessment.