



JOB DESCRIPTION- OFFICE ORDERLY

Job Objective

To ensure that BAF premises are kept clean and in an orderly condition at all times.

Job Purpose

The Office Orderly reports to the Admin Officer and is responsible for the following:

- maintaining office cleanliness.
- assisting in meeting logistics.
- Assist the stock officer in supplying designated facility areas with cleaning supplies.
- following all health and safety regulations.
- ensuring that the office, kitchen and equipment is properly cleaned and maintained.
- assist in front desk office management

Qualification/ Knowledge/ Skills

- proven working experience as a cleaner.
- knowledge of cleaning chemicals and supplies.
- front desk management skills an added advantage.

Key Competencies

- enough exposure to the organizational expectations about standards of cleanliness.
- Cleanliness.
- verbal and written communication skills.
- professional personal presentation.
- customer service orientation.
- organizing and planning.
- attention to detail.
- Shows initiative.
- Very reliable.
- possess high tolerance for stress.
- able to work un-supervised

WHERE TO SEND YOUR APPLICATION

Complete written applications must include your curriculum vitae and the names of at least 2 referees with academic certificates and transcripts. Applications should be marked "Vacancy No. & Name" and must be sent either by post, hand delivery, or email to hrrecruit@baf.com.fj no later than 5:00 pm Friday 7th April, 2023.

Please send to
Recruitment
Biosecurity Authority of Fiji
PO Box 18360, Suva

OR

Hand deliver to
Level 3, Provident Plaza 1
Downtown Boulevard
Ellery Street, Suva

Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.

BAF IS AN EQUAL OPPORTUNITY EMPLOYER