



**CENTRAL BANK OF SOLOMON ISLANDS**

**APPLICANT INFORMATION PACKAGE**

<b>POSITION TITLE:</b>		Receptionist – Front Desk Officer
<b>REFERENCE NO.:</b>		2/2025
<b>DEPARTMENT:</b>		Human Resource and Corporate Services Department
<b>UNIT:</b>		Human Resource Unit
<b>REPORTS TO:</b>		Manager, Human Resources
<b>LEVEL:</b>		Level 10
<b>BASE SALARY RANGE:</b>		\$SBD45,620.29- \$SBD53,554.26
<b>ESSENTIAL QUALIFICATION:</b>		<ul style="list-style-type: none"><li>• Certified in Secretarial Studies or Front Desk Receptionist</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>		<ul style="list-style-type: none"><li>• 2 years' experience as a receptionist</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>		<ul style="list-style-type: none"><li>• A professional level of English both oral and written.</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>		<ul style="list-style-type: none"><li>• Able to use the computer for producing reports</li><li>• Able to communicate at all levels internally and externally</li><li>• Accurate report writing skills to complete the visitors register and list of private telephone calls.</li><li>• Practical and logical with a significant amount of common sense.</li></ul>
<b>BEHAVIOURAL COMPETENCIES</b>		<ul style="list-style-type: none"><li>• Must be Punctual/good time keeping both for work and meetings.</li><li>• Trustworthy.</li><li>• Works well in a team.</li><li>• Warm friendly and cooperative.</li><li>• Accurate with attention to details.</li></ul>
<b>JOB DESCRIPTION</b>		
<b>JOB SCOPE AND PURPOSE</b>	To provide efficient and effective customer services and assistance at the front-desk.	

<p><b>MAIN RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• Switchboard Operator/Receptionist</li> <li>• Greet, welcome and assist customers at the front counter</li> <li>• Ensure the front desk surroundings is neat and tidy at all times.</li> <li>• Administers the registry of all private and overseas calls.</li> <li>• Administers the Customer and Visitors Registry.</li> <li>• Sort and distribute all incoming correspondences</li> <li>• Assist security officers in monitoring visitors/clients movement within the Bank premises.</li> <li>• Assist with the administration of records keeping at Human Resource Unit.</li> <li>• Assist Administration Assistant/HR&amp;CS, with secretarial and other administrative tasks.</li> <li>• Carry out any other duties assigned by Chief Manager and Manager HR &amp; CS Department.</li> </ul>
<p><b>HOW TO APPLY</b></p>	
<p>To apply for the position, you will need to submit the following:</p> <ol style="list-style-type: none"> <li>(1) An introductory cover letter;</li> <li>(2) A completed CBSI Recruitment Application Form (available on CBSI website or contact <a href="mailto:apeter@cbsi.com.sb">apeter@cbsi.com.sb</a> to obtain a copy;</li> <li>(3) A current Resume or Curriculum Vitae;</li> <li>(4) Two Reference Letters, one of whom must be a former/current employer and/or your lecturer;</li> <li>(5) Certified copies of academic qualifications and transcripts.</li> </ol> <p>Incomplete Applications will <b><u>not be</u></b> considered.</p>	
<p>All applications are to be addressed to:</p> <p style="padding-left: 40px;">The Secretary Central Bank of Solomon Islands P O Box 634 Honiara Solomon Islands</p> <p style="text-align: center;"><b><u>Attention: Vacancy No. 2/2025</u></b></p>	
<p>Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: <a href="mailto:apeter@cbsi.com.sb">apeter@cbsi.com.sb</a> copied to <a href="mailto:recruitment@cbsi.com.sb">recruitment@cbsi.com.sb</a></p>	
<p><b><u>CLOSING DATE FOR ALL APPLICATIONS</u> – 19<sup>th</sup> February 2025.</b></p> <p>We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.</p>	

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb> or contact the Human Resource Office on telephone 21791 ext.1412 or email: [apeter@cbsi.com.sb](mailto:apeter@cbsi.com.sb) copy: [jaiapu@cbsi.com.sb](mailto:jaiapu@cbsi.com.sb)