



General Services and Facilities Assistant

The U.S. Embassy in Apia invites applications from all interested candidates to fill the full-time position of General Services and Facilities Assistant. The position is responsible for procurement, shipping and customs, warehousing and basic maintenance duties. The position will also have back up mail and chauffeuring responsibilities.

To be considered for this role you must have completed secondary school and have a current clean and valid Samoan driver's license. You must also have a minimum of three years of experience in general office administration, basic property maintenance, shipping and customs and inventory/warehousing and procurement. You will also be fluent in Samoan and English, and be competent with Microsoft Office applications (Word, Excel and Outlook). The position also requires you to have good communication skills, be tactful, maintain confidentiality and prioritize work to meet deadlines. The successful candidate will have an exceptional ability to work independently with minimal supervision.

A copy of the job description and cover page template is available at http://samoa.usembassy.gov/job_opportunities.html

All employees of the US Government are required to complete full medical and security background checks.

To apply, attach your CV to a completed cover page (you can download template) and send to:

US Embassy Apia
Admin Asst
P.O. Box 3430
APIA

Or Email your application to: ApiaHumanResource@state.gov

- Please include "General Services and Facilities Assistant" at the top left hand corner of the envelope.
- For a copy of the required cover page template please download from http://samoa.usembassy.gov/job_opportunities.html or contact ApiaHumanResource@state.gov

Applications close on Wednesday, August 5 2015

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.