



Fulton Adventist
University College

"Others" | EST 1905

Job Title: **Receptionist/Communications/Alumni/Promotions Coordinator**
Employment Period: **Full Time**
Institution/Employer: **Fulton Adventist University College**
Location of work: **Fiji**
Applications Close Date: **17 March 2023**

Fulton Adventist University College is a recognized higher education institution that provides quality education to Fiji and the Pacific region. Fulton aims to employ highly qualified staff as well as keen and honest workers who can comply with its goal and aim in producing highly specialised and well-educated graduates.

The University College is seeking to fill the position of:

Receptionist/Communications/Alumni/Promotions Coordinator

The relevant job description for this role outline the essential qualifications and expectations for the successful candidate for the respective position. To request the job descriptions, or directions for applying, please visit the Fulton Adventist University College website: <https://www.fulton.ac.fj/vacancy.html>.

Selection Criteria:

- i. Must be a practicing baptized member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterized by a deep desire for worship and service to God.
- ii. A high level of computer and keyboard skills
- iii. Well-developed interpersonal and relationship skills.
- iv. Excellent verbal and written communication skills
- v. Experience in working in a multi-cultural environment.
- vi. Proven willingness to work as a member of a team or independently, as required.
- vii. Knowledge of Adobe PhotoShop, InDesign and Illustrator and Microsoft Office Suite or related software is an asset.
- viii. The ability to be an excellent team facilitator
- ix. Experience in gathering and analyzing data and information.
- x. Be enthusiastic
- xi. Ability to plan, organize and facilitate a range of promotional and Alumni events.
- xii. Ability to write/design promotional material and perform miscellaneous job-related duties as assigned.

For more information and to apply, please visit <https://www.fulton.ac.fj/vacancy.html>.