



FEDERATED STATES OF MICRONESIA DEVELOPMENT BANK

P.O. Box M

Kolonia, Pohnpei FM 96941

Tel. (691) 320-2840/2419/5300/5223/2624 Fax. (691) 320-2842

Email: info@fsmdb.fm | Website: www.fsmdb.fm

Opening Date: August 25, 2020

Closing Date: September 25, 2020

POSITION ANNOUNCEMENT NO. 2020-004

It is the policy of the FSM Development bank that FSM citizens be given first priority for employment consideration, with other Micronesians, U.S. citizens, and other nationals utilized in positions for which no qualified citizens are available.

POSITION:	Receptionist, Grade 1
LOCATION:	FSM Development Bank, Headquarters Kolonia, Pohnpei FSM
SALARY:	\$11,211.20 minimum per annum, Higher Salary may be Considered Depending on Qualification

GENERAL DUTIES AND RESPONSIBILITIES (Illustrative only):

1. Answers telephones, screens and directs calls tactfully;
2. Takes and relay messages; tactfully refers callers to staff members as requested;
3. Assists customers with inquires and appointments with relevant bank officers and staff; and greets visitors, and clients entering the bank;
4. Refers or directs customers and/or visitors to the correct destination and/or proper officers or staff members;
5. Assists in monitoring the security surveillance equipment and/or cameras and reports suspicious activities and/or movement on or around the bank's premises;
6. Maintains proper logs or records of inward and outward consignments and visitors;

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7. Distributes administrative communications; email or fax communications to the branches or others, make copies of documents for training, meetings, or for filing;
8. Responds to inquiries including phone calls and emails from vendors and callers from off-island and obtain quotations as necessary;
9. Prepares Purchase orders (POs) and Miscellaneous (MS) Expense requests;
10. Monitors cash power usage and purchases on a monthly basis,
11. Ensures the Bank's vehicles insurance are up-to-date and in compliance;
12. Ensures the office vehicles are tuned-up every 3-6 months or are regularly serviced and ensure they are registered annually and/or as necessary;
13. Ensures office supplies and cleaning materials are ordered accordingly on a monthly basis;
14. Performs other duties as assigned.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree (A.A) or equivalent from a two-year college or technical school. Some related work experience is a plus. Must have strong attention to detail, organizational, customer service and communication skills. Must have excellent communication and interpersonal skills to handle sensitive and confidential information and other related situations. Proficiency with MS Word & MS Excel is required. Position continually requires demonstrated poise, tact and diplomacy.

FILING INSTRUCTIONS:

All applications, curriculum vitae, and at least three letters of reference shall be completed and submitted to: FSMDB Corporate Office in Kolonia, Pohnpei, or any of the FSMDB Branch offices in Chuuk, Kosrae and Yap State. You may mail to: FSM Development Bank HQ, P.O. Box M, Kolonia, Pohnpei FM 96941; or fax to 320-2842 or by email to: loverh@fsmdb.fm, on or before September 25, 2020.

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