



**State of Kosrae
Federated States of Micronesia**

KOSRAE UTILITIES AUTHORITY

P.O. Box KUA E-mail: TEL: (691) 370-3799/3344
Kosrae, FM 96944 KUA@mail.fm FAX: (691) 370-3798

Announcement No: **KUA 07-1417**
Opening Date: **Friday 14th July 2017**
Closing Date: **Thursday 20th July 2017**

We are pleased to announce an opening position for a **Cashier/Receptionist** at the KUA Main Office Building.

Job Requirements:

- To be responsible for the day to day running of the Cashiers counter in an efficient and professional manner,
- To maintain a clean and well organized office,
- To maintain a well organized filing and records system,
- Must have strong Computer Skills particularly in MS Word and Excel,
- Must be Punctual,
- Proficient in the English language,
- Honest, Reliable, Obedient,
- Must be willing to work hard,
- Some experience in accounting, & Customer relationship preferred,
- Must have Teamwork and Communication skills,
- High school Graduate, College degree preferred.

Working Place: Kosrae Utilities Authority, Main Office, Tofol,
Working time: 8:00am to 5:00pm
Working Days: Monday to Friday

Submit your application form with your resume at the KUA Main office. A blank application form is available at KUA Office, if required.