

Employment Opportunity – TISAAN, Alafua

Telephone – 30893 / 25981

1. PHOTOGRAPHER/Office Assistant

(Clearimage Falepu'eata – Tamaligi)

Have you an interest and passion in PHOTOGRAPHY?

Are you Keen to LEARN? Do you enjoy meeting new people? This is for YOU.

Must have:

Competent Computer Skills, Photoshop is an advantage

Pass University Level entrance (UPY)

A Current Driver's License.

Able to Work after hours and some weekends.

ON THE JOB TRAINING AVAILABLE.

2. JUNIOR GRAPHIC DESIGNERS x 2

(Tisaan Main Office, Alafua)

Tisaan Graphic Design is looking for committed, energetic and creative graphic designers to join our great team.

Required to have:

- Is familiar in graphics and design programmes,
Adobe Master Collection CS3 (will be required to demonstrate)
- Minimum qualification, Pass in University Entrance Level (Foundation Year)
- Must be fluent in Samoan and English
- Excellent Communication Skills (ORAL & WRITING)
- Is Creative and Innovative for designs
- Can work with MINIMUM supervision and able to meet deadlines
- Is a TEAM person, work well with others
- Have a Valid Driver's License, required to travel to meet clients
- Good Police Record (Current)
- **ON THE JOB TRAINING AVAILABLE**

Primarily graphic Design work but not limited to it.

3. ACCOUNTS CLERK

(Tisaan Main Office, Alafua)

Responsibilities below but not limited to:

- Filing & data entry for accounting payables/receivables and billing(invoicing)
- Review billing statements/invoices & similar documents for accuracy, alert supervisor of discrepancies
- Distribute invoices/accounting reports as directed
- Assist with deliveries, answering phones, enquiries and other clerical tasks
- Perform other related duties as assigned

Must have

- Pass University Entrance level (UPY)
- Competent Computer Skills, proficient in Microsoft Office
- Good Communication Skills (oral and written)
- Must be fluent in Samoan & English
- Able to work after hours and some weekends when required
- Remuneration for all vacancies will depend on Qualification & Experience
- Application letters for the above vacancies, must include;

CV, References, copy of Driver's License & a Recent Police Report. Deliver to our main branch at Alafua, or branches at Apia/Saleufi, Clearimage at Tamaligi or Salelologa, Savaii.

- Applications **Close Friday 18th March 2022**