

ADVERTISING SALES ASSISTANT

- Experience in secretarial duties is desirable, but not necessary
 - Desire to work in TV
 - A proven ability to meet deadlines
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- Facilitate smooth operation in the Sales department
 - Relieving sales staff of clerical
 - Administrative work
 - Provide word processing and data entry services

Education/Experience

- Grade 12 with good English passes
- Secretarial training
- Able to work under pressure

CV and covering letter to:

THE Human Resource Coordinator
EMTV
Level 2, Garden City, Boroko
(PO Box 443, BOROKO. NCD.)
Papua New Guinea
Email: jobs@emtv.com.pg

Applicants who applied for this position should not re-apply again.

Applications close on Friday March 26th, 2010.

Only short-listed applicants will be contacted.
All applications remain the property of EMTV.

RECRUITMENT ON TV: Manager Finance and Corporate Services

Fiji Television Group is the largest television content provider in the Pacific region with free-to-air, pay TV and pay-for-view services as well as electronic media delivery.

EM TV is the delivery arm of Fiji Television Group subsidiary Media Niugini Limited.

As a part of the growth and expansion of services throughout the Pacific we are seeking a **Manager Finance and Corporate Services for EM TV in Port Moresby.**

If you are an accountant with financial management and reporting experience and have worked in a corporate services environment this position is likely to suit you.

The Fiji Television Group values initiative and drive. It rewards well, with a performance pay system that recognises contribution above and beyond the position requirement.

To see the role description and application details, go to the Pacific Recruit web site: pacificrecruit.com/JobSearch/JobList.aspx#

“Manager Finance and Corporate Services”

Applications close 2nd April 2010