

POSITION DESCRIPTION

Operations & Property Technology Coordinator

We are seeking a capable and adaptable person to provide hands-on operational support across a growing portfolio of property and technology-based services.

The role will initially focus on helping manage day-to-day operational tasks, filling gaps across existing systems and supporting the smooth delivery of services. You will work closely with the business lead and will need to be comfortable learning new systems quickly, taking ownership of tasks and working with limited supervision.

The position would suit someone with previous professional experience who is organised, practical, confident with technology and interested in gaining exposure to the property, construction and emerging AI technology sectors.

Key responsibilities may include:

- Supporting day-to-day operational and administrative activities
- Managing and updating information within internal operating systems
- Assisting with property-related data, reports and documentation
- Supporting online platforms and digital tools
- Coordinating tasks, enquiries and follow-up actions
- Identifying operational gaps and helping implement practical solutions
- Learning and using new property and AI-enabled technology platforms
- Providing general support to the business lead as priorities arise

We are looking for someone who:

- Has achieved a Vanuatu Senior Secondary Certificate (VSSC) (or a Year 13 Certificate would be an advantage)
- Has previous professional or operational experience
- Learns new systems and processes quickly
- Is confident using digital tools and technology
- Can work independently and take initiative
- Has strong attention to detail and follow-through
- Is comfortable working in a fast-moving environment
- Has an interest in property, construction, technology or AI

This could particularly suit someone looking to broaden their experience and use the role as a stepping stone into the growing intersection of property and technology.