



## **EMPLOYMENT OPPORTUNITY FOR SCC STAFF**

The South Caribbean Conference of Seventh-day Adventists is seeking for a suitably qualified person to fill the position of Secretary in the Education Department. The successful candidate should possess the following qualifications and skills:

### **QUALIFICATIONS**

- Certificate or Diploma – Administrative Assistant
- Bachelor's degree in the area of Business Studies will be an asset
- 5 CXC Subjects (*Mathematics and English Compulsory*)

### **REQUIRED:**

- A minimum of 5 years experience working as a Secretary
- Proficient in Microsoft Office Suite
- Excellent communication skills and the ability to work independently
- A Team Player

### **DOCUMENTS**

- Letter of Application
- Resume
- Copies of certificates and diplomas
- References from current Supervisor
- Letter from church Pastor or First Elder

Please indicate your interest in this position to the Human Resource Manager, South Caribbean Conference, on or before **Wednesday, January 31, 2018**