



Vacancies

SOUTH CARIBBEAN CONFERENCE OF S.D.A.



The South Caribbean Conference of Seventh-day Adventists is inviting applications from suitably qualified individuals for the following position at CUC Secondary School:-

Administrative Assistant

Successful candidates should possess a mix of secretarial, interpersonal, communication and relational skills.

Qualifications:-

- Typing – 45 words per minute
- Minimum qualification of an Associate Degree in Office Technology or its equivalent in secretarial duties
- Computer Literacy
- Administrative Professional Secretary Certificate or equivalent
- Bachelor's Degree in the specific Business Administration or Management (an asset)
- or**
- Associate Degree in Office Technology or its equivalent in secretarial duties

Required:-

- A minimum of 5 years working experience in a similar environment
- Proficiency in Microsoft Office (a must)
- Team Player
- Ability to work unsupervised
- Confidential
- Excellent inter-personal skills
- Confident working in an online environment

Documents:-

- Application for Employment Form (available at the HR Department of the South Caribbean Conference)
- Letter of Application
- Resume
- Copies of Certificated and Diplomas
- Two references (Church Pastor or First Elder and any other professional)

Applications should be addressed to:

**The Human Resource Manager
South Caribbean Conference of S.D.A
P.O. Box 66
Port-of-Spain
or drop off at Corner Eastern Main Road and Deane Street, St Augustine**

Deadline for submission of Applications: Friday, February 28, 2018