

Guyana Energy Agency

VACANCY

Administrative/Procurement Clerk

The Guyana Energy Agency is seeking to fill the position of an Administrative/Procurement Clerk.

Candidates should possess the following:

- Minimum of five (5) subjects CXC (English language and Mathematics compulsory) and at least two (2) years' related experience or a Certificate in Business/Office Administration plus at least one (1) year related experience.
- Reliable and productive;
- Demonstrate strong written and oral communication skills;
- ability to work in a fast paced environment;
- Have the ability to work with minimal supervision;
- Computer literate

Detailed job description can be requested via email at gea@gea.gov.gy or can be uplifted from the HR Office.

Send applications with full curriculum vitae: including work experience, educational qualifications, summary of professional skills and/or expertise, and contact information for two referees and other relevant information must be sent by November 6, 2020 via the email address above or sent to the address below.

"Vacancy: Administrative/Procurement Clerk"

Guyana Energy Agency
295 Quamina Street
South Cummingsburg
Georgetown.