



Job Title:	Office Assistant		
Division:	Administration and Human Resources Division	Gross Salary:	
Job Classification:	Mail Delivery		
Reports to:	Head, Administration and Human Resources Division		
Purpose:	To provide support in relation to the delivery of mails as required by the Agency.		
Key Output:	Effective and efficient delivery of mails.		
Main Duties:	<ul style="list-style-type: none"> • Deliver mail and other documents as required in and around Georgetown; • Assist with the preparation and distribution of all circular letters, memos and official documentation as necessary; • Maintain accurate records of all mails dispatched. • Report any accidents, defects, incidents, damage, etc. with regard to assigned assets e.g. Bicycle/electric cycle; • Render assistance to personnel as instructed. • Maintain inventory of tools and accessories related to the assigned assets; • Opening and closing of building; • Undertake any other duties and tasks that may be assigned by the Head of Division, the CEO or his nominated representative 		
Key Competencies:	<ul style="list-style-type: none"> • Good knowledge of the city of Georgetown • Must be able to ride a bicycle and electric cycle. • Strong written and oral communication skills; • Ability to work with minimal supervision; • Ability to execute instructions. 		
Qualifications:	<ol style="list-style-type: none"> 1. Minimum of three (3) subjects CXC (English and Mathematics compulsory). 2. Experience in a similar capacity would be an asset. 		