



Job Opportunity Vacancy Notice No. 6 of 2018

POSITION: Operations Assistant

DIVISION: Corporate Services Division

The Operations Unit (“the Unit”) of the BVI Financial Services Commission is seeking an Operations Assistant who will provide support services to the Unit by performing the following functions:

PRINCIPAL RESPONSIBILITIES

- Provide support to the Unit in the areas of Business Services, Customer Service, Mail Services, Print Management, Imaging Management and Records and Inventory Management.
- Prepare and disassemble meeting rooms and other areas (as assigned).
- Monitor central reservation system and meeting room resources.
- Assist with the processing of orders and the delivery of supplies.
- Manage inventory and complete requests for supplies
- Perform any other appropriate functions that may be assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE

- Associate Degree or equivalent.
- A minimum of two years office experience.

SKILLS & ABILITIES

- Excellent interpersonal, oral and written communication skills.
- Ability to maintain professionalism and strict confidentiality.
- Ability to take initiative, work independently and as part of a team.
- Ability to work under pressure, meet deadlines and respond to changing priorities.
- Ability to utilise sound judgement.
- Ability to establish effective working relationships within the Unit, and Commission-wide.
- Excellent planning and time management skills.
- Excellent record-keeping skills.
- Must be service oriented.
- Must have a commitment to professional growth.
- Proficiency in Microsoft Office.

Disclaimer

This job description is meant to describe the general nature and level of work required for the position advertised. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Operations Assistant. The Operations Assistant will be required to follow any other job-related instructions and to perform other job-related duties as requested.

Please send a cover letter and résumé to the attention of:

Director, Human Resources
Financial Services Commission
P. O. Box 418
Road Town, Tortola, VG1110
British Virgin Islands
or E-mail: hr@bvifsc.vg

Closing Date: 6 July 2018