



**Job Opportunity
Vacancy Notice No. 7 of 2018**

POSITION: Receptionist

DIVISION: Corporate Services Division

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

PRINCIPAL RESPONSIBILITIES

- Greet and direct all customers and visitors of the Commission in a professional manner.
- Answer, screen and forward all incoming calls appropriately.
- Provide basic and accurate information to customers and visitors.
- Provide administrative support to the Unit.
- Receive and sign for mail and deliveries.
- Scan, index and route all incoming mails to relevant Divisions.
- Dispatch processed documents to customers.
- Maintain office security by adhering to safety procedures.
- Perform any other appropriate functions that may be assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE

- Associates Degree or equivalent.
- A minimum of three (3) years office experience.

SKILLS & ABILITIES

- Excellent customer service skills.
- Ability to establish and maintain effective interpersonal relationships with colleagues and industry professionals.
- Ability to maintain a professional attitude and appearance.
- Ability to maintain strict confidentiality.
- Ability to work independently, following established procedures, and as part of a team.
- Ability to utilise sound judgement.
- Excellent listening, planning and time management skills.
- A strong work ethic.
- 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 Receptionist. The Receptionist 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