VACANCY NOTICE
ADMINISTRATIVE ASSISTANT
(Local Recruitment – Jamaica)

The Caribbean Agricultural Research and Development Institute (CARDI) an autonomous Institute funded by Member Countries of the Caribbean Community (CARICOM) invites applications for the position of Administrative Assistant located at our CARDI Jamaica Unit.

FUNCTION:
This position will have a focus on Accounting, but the candidate will also have responsibility for carrying tasks in office administration, and managing the Country Accounting database.

QUALIFICATIONS
• Certified Accounting Technician (CAT) or Level 1, ACCA)

• Five CXC (general proficiency) or GCE (O' Level) subjects including English Language, Mathematics, and Accounting. (Grade 1, 2 or 3)

• Knowledge of Accounting and Financial principles

• Secretarial Science Diploma.

• Computer skills in Word Processing and Spreadsheet management are a necessity.

• Shorthand may be required occasionally.

EXPERIENCE
Six years’ experience in Accounting/Office Administrative Procedures. Proficient in computer software programs, such as Microsoft Office applications and any Accounting Software Programs. Strong typing skills, 50+ wpm. Experience with office equipment such as fax machines, copiers and scanners. Experience with the TAJ system re: GCT exemption process will be an asset.

For further details on this job please visit our website at www.cardi.org. Applications should be addressed to the Head, Human Resources Unit, Caribbean Agricultural Research and Development Institute (CARDI) P.O. Bag 212, University Campus, St. Augustine, Trinidad and Tobago or via email at hresources@cardi.org.

The deadline date for receipt of applications is 14 June, 2019.

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED.