

File Number Two Thousand has a Job Vacancy

Position: Administrative Coordinator

Job Duties and Summary::

- Resolves administrative problems by analyzing information, identify and communicate solutions;
- Maintain report with customers on electronics bought and brought in to the store for shipping and repairs;
- Keeps a log on repairs and informs customers on duration of repair on pickup and outcome of the repairs and prioritizes them;
- Acts as a link connecting customers and employees;
- Provides support to the company and employees;
- Answers emails via correspondence and keeps a track on invoices to be paid.

Job Skills and Responsibilities:

- Computer literate;
- Processing and reporting on office expenses;
- Ability to multitasks;
- Maintain physical and digital employee records;
- Support regular office operations;
- Screen phones calls from clients for purchasing of electronics devices;
- Ability to be responsible and accurate both with customers and employees;
- Knowledge of electronic devices and their functioning as handling purchases on repairs might be required;;
- Knowledge of accounts payable as calculations for payments might be required;
- Ability to work in as a Team Player;

Job Qualifications:

- Secondary Education any other educational level a plus
- Ability to communicate clearly in the English language both written and oral;
- On hand typing skills;
- On time and honest and willingness to work overtime holidays and weekends.

Suitable candidates should email a copy of their resume and certificates to the Department of Social Welfare and labor located at the Soualiga Road # 1 Pond Island Great Bay