

CAREER OPPORTUNITY

The St. Kitts Co-operative Credit Union Ltd is seeking applications from suitably qualified persons to fill the position of **Administrative Assistant – Human Resource**.

General Definition

The St. Kitts Co-operative Credit Union (SKCCU) Ltd is a financial co-operative that assist its members in attaining their financial goals. It provides quality financial services and products to help its members save, borrow, and invest to achieve their financial goals. The SKCCU is proud to treat its customers like family.

The role of the **Administrative Assistant – Human Resources** is to provide support to the Human Resource and Corporate Manager. Responsibilities of the successful candidate will include, but are not limited to the following:

- Assist with the recruitment process.
- Responsible for managing the pre-employment process and paperwork.
- Create and maintain Personnel Files.
- Collect, track, update and maintain various employee data.
- Assist with the administration of payroll.
- Maintain the employee leave management system.
- Schedule interviews and other meetings for the Human Resource and Corporate Manager.
- Assist with Board and Committee documents and meetings, filing and correspondences.
- Schedule and arrange meetings for the Board of Directors and/or Committee, as necessary.
- Record minutes for meetings attended by the CEO and Human Resource and Corporate Manager as directed.
- Serve as a back-up for front desk operations, as necessary.
- Other administrative duties as assigned by the Human Resource and Corporate Manager.

Requirements

The Post Holder must have:

- Minimum of an Associate degree in Business Management or related field.
- Two (2) years minimum relevant experience.
- Must be proficient in Microsoft Office Applications.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills with exceptional interpersonal skills.
- Strong ability to work independently on assigned tasks, as well as working on team projects.
- Ability to work with the administrative team.
- Strong networking skills.

Remuneration

Commensurate with one's qualifications.

Application Deadline

Interested persons are asked to apply on or before **July 9th, 2021** by submitting a letter of interest and their résumé to applications@skccu.com. All letters must be addressed to:

Mrs. Janet Harris
Chief Executive Officer
St. Kitts Co-operative Credit Union Ltd
Bladen Commercial Development
Basseterre, St. Kitts

Please note, only applicants with the required qualifications and experience will be contacted for an interview.

P.O. Box 713, Bladen Commercial Development/ Wellington Road / New Street, Basseterre, St. Kitts
Tel: (869) 465-2272 / 9014 / 2571 o Fax: (869) 465-9296
Email: stkittscreditunion@gmail.com o website: www.skccu.com