

## CAREER OPPORTUNITY

The St. Kitts Co-operative Credit Union Ltd is seeking applications from suitably qualified persons to fill the position of **Documents Management Clerk**.

### 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 **Documents Management Clerk** is responsible for maintaining the database with the relevant documents necessary for loan processing.

Responsibilities of the successful candidate will include, but are not limited to the following:

- Sort and file documents based on content, dates, significance, and store securely.
- Create and update all necessary records.
- Maintain the database.
- Train other employees on how to use and navigate the electronic document management system.
- Process requests to access files and maintain a log for files accessed.
- Develop an efficient filing system to streamline the updating and retrieving of files.
- Adhere to policies and confidentiality guidelines to safeguard data and information.
- Review documents for accuracy.
- Review loan disbursed documents, monitor receipt of loan security documents and maintain in the SKCCU's filing system.
- Follow-up on missing security documents which include, but are not limited to: insurance, evaluations, and property tax receipts.
- Develop and produce reports as required.
- Any other duties assigned by the Corporate and Human Resource Manager.

### Qualifications

**The Post Holder must have:**

- 5 CXC subjects including Mathematics and English, or equivalent.
- At least 2 years' experience in database management.
- Knowledge of Microsoft Office Suite.
- Strong attention to detail.
- Exceptional time management, communication, and organizational skills.
- Ability to multi-task and prioritize tasks.

### Remuneration

Commensurate with one's qualifications.

**To Apply**

Interested persons are asked to apply on or before **July 9<sup>th</sup>, 2021** by submitting a letter of interest and their résumé to [applications@skccu.com](mailto: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.**