

POSITION ANNOUNCEMENT

JOB TITLE	RECEPTIONIST/CLERK I
TYPE OF VACANCY	STAFF
DEPARTMENT	OFFICE OF THE VICE PRESIDENT, FINANCE
<p>SUMMARY: The Receptionist/Clerk, under the supervision of the Vice President for Finance and in accordance with the Receptionist/Clerk I Job Description, provides clerical assistance which supports the daily operations of the Reception Area in V. P., Finance Office. The receptionist is the first point of contact and should maintain a friendly and positive appearance.</p>	
<p>DUTIES & RESPONSIBILITIES: This position will carry out various front office activities including but not limited to:</p> <ul style="list-style-type: none"> • Issue cheques; • Receive, screen and direct visitors to the appropriate area and take messages in the office; • Answer and screen telephone calls and forward to the appropriate individual or direct the customer as necessary; • Answer general inquiries and give information to walk-in clients and persons who call on the telephone; • Assist with the sorting and distribution of mail and packages; • Log incoming and outgoing mail and courier packages; • Maintain computerized log for General Purchase Requisitions (GPRs); • Assist with maintenance of the filing system; • Assist with clerical duties to include faxing, copying, and organizing/maintaining files and serve as a relief as required ; • Reply to correspondence, including email, as required and provide general assistance within the Finance Department. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> • Polished professional with outgoing personality. • Must be a team player with excellent customer service and interpersonal skills. • Must have strong computer knowledge. • Must have a strong sense of professionalism. • Must have good organizational skills. • Ability to work on a number of tasks simultaneously; • Ability to work independently as well as in a group; • Demonstrate excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees and vendors. • Two (2) years relevant work experience is preferred. 	

POSITION ANNOUNCEMENT

QUALIFICATIONS:

- Two (2) passes at B.G.C.S.E level in English Language and Mathematics at Grade "C".
Certifications in the use of Microsoft Office Applications an asset.

Reports to	Vice President, Finance
Salary Range	\$17,800 x \$4,000 - \$25,000
Salary Scale,	CSS-1
Application End Date	November 1, 2017
Date Published	October 19, 2017
Date to be Removed	November 2, 2017

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written professional references.

Address to:

Email: hrapply@ub.edu.bs
 Attn.: Director, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Receptionist/Clerk I in Office of the Vice President of Finance.