

Eastern Antilles
Interdiocesan Tribunal



WE ARE HIRING

Records Management and Administrative Support Officer

Academic Qualification

- ✓ Minimum 5 GCE O'Level or equivalent / Tertiary Level qualification would be an asset
- ✓ Training in Data Entry and Records Management
- ✓ Computer Literate
- ✓ At least 3 years' experience in a related field

Responsibilities

- ✓ Maintain and secure records
- ✓ Statistical Reports
- ✓ Financial records management
- ✓ Administrative Support

Experience with Statistical software and QuickBooks would be considered an Asset

Expertise/Skills

- ✓ Working knowledge Microsoft Excel and data analysis tools
- ✓ Excellent communication skills

Job Type

- ✓ Office Based
Part Time

Job Timings

- ✓ 3 days per week
To be discussed & determined

Must be a reliable TEAM player with great Communication & Organizational Skills.

Send applications to: tribunal@catholicct.org by August 20th 2023

For more details on job description, call 607-3248 or email:
tribunal@catholicct.org