

Job Title: Administrative Assistant

Job Location(s): Eastern Caribbean Islands: Anguilla, Antigua, Dominica, Grenada, Guadeloupe, Martinique, Montserrat, St Kitts, St Lucia, St Martin, and St Vincent.

Job Description: Part-Time (20hrs/per/week)

Caribbean Collectibles Creations seeks an energetic Receptionist / Administrative Assistant. This high visible position is ideal for someone interested in working in a fast paced environment. Candidate will answers calls in a friendly & professional manner, make travel arrangements, schedule appointments, maintain calendars, type business correspondences, building client database, aid executives in staff capacity by coordinating office services, such as record control , collect customer information, and provide customers with up-to-date information such as descriptions of our services and directions to our offices. The ideal candidate should be comfortable working with all levels of management and able to work in a professional work environment.

Travel Required: 0%

Relocation Expenses: Not Paid

Tele-Work: Yes

Minimum Experience/Education:

High school graduate

Computer literate

Excellent interpersonal and communication skills

Strong time management and analytical skills

Preferred Experience/Education:

Associates degree or equivalent

Excellent interpersonal and communication skills

Strong time management and analytical skills

Proficiency in Microsoft Office

Work Environment: This position requires eye-hand coordination & manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment, bending, stretching, prolonged sitting, stooping, and lifting up to 50 pounds occasionally.

Salary: \$15. per/hr

Please submit resume & application as PDF attachments to:

HR@CaribbeanCollectibles.org

Caribbean Collectibles Creations is an Equal Employment Opportunity employer. If a candidate is not elected for the announced position within 30 days, their application will be filed for future reference. All applications will be destroyed after 90 days. Candidates are encouraged to reapply. The employment process includes a pre-employment background investigation that applies to all applicants, employees, and contractors/sub-contractors of Caribbean Collectibles Creations. The scope of this inquiry covers such elements as education, employment history, a criminal history check, reference checks, and a pre-employment drug screen. Sensitive positions within the company may have more stringent standards.