

Job Title: Computer Operations Supervisor

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

Job Description: Full-time (40hrs/per/week)

Caribbean Collectibles Creations seeks a Computer Operations Supervisor that has the ability to adhere to the company's "Code of Conduct" and "Mission Statement". This highly visible position will supervise up to nine Computer Operators. Candidate will perform data processing operations; ensure computer operation is staffed to provide service with a high degree of quality and in a timely manner; and assist in completing daily system balancing. The ideal candidate should be comfortable working with all levels of management and in a professional work environment.

Travel Required: 0%

Relocation Expenses: Not Paid

Tele-Work: Yes

Minimum Experience/Education:

Associates degree in Computer Science and/or Continuing education in data processing

Able to perform basic mathematical calculations, balance and reconcile figures

Proficiency in Microsoft Office applications and others as required

At least 1 year progressive data processing experience

Excellent interpersonal and communication skills

Strong time management and analytical skills

*Relevant education may substitute experience requirement

Preferred Experience/Education:

BS in Computer Science

Able to perform basic mathematical calculations, balance and reconcile figures

Proficiency in Microsoft Office applications and others as required

3 years progressive data processing experience

Excellent interpersonal and communication skills

Strong time management and analytical skills

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: 69k

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.