

**\* \* JOB OPPORTUNITY \* \***

The St. Kitts Nevis Chamber of Industry and Commerce-Nevis Division (SKNCIC-Nevis) is looking for a reliable, dynamic and results-oriented person for the following position in the Nevis office:

**ADMINISTRATIVE ASSISTANT**

***Qualification:*** Minimum High School Diploma or Associates degree with relevant experience.

***Requirements:*** Able to handle general office duties with limited supervision. Clear written, verbal and excellent interpersonal communication skills to include daily interaction and communication with the Chamber's headquarters in St. Kitts. Must be detailed oriented and demonstrate excellent time management skills. Proficient in MS Office Suite. Reliable transportation and valid driver's license required.

**Interested candidates may apply with a CV/Resume via email at [nevisdivision@sknchamber.com](mailto:nevisdivision@sknchamber.com)**