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**Executive Officer**

**Company:** St. Kitts and Nevis Chamber of Industry and Commerce

**Address:** P.O. Box 443, Basseterre, St. Kitts.

**Deadline**: August 12, 2019

**Category;** Operations

**Job Description**

The St. Kitts and Nevis Chamber of Industry and Commerce (SKNCIC) invites suitably qualified persons to fill the post of Executive Officer at the Chamber located in Basseterre, St. Kitts.

**POSITION: Executive Officer**

As the Executive Officer, you are required to assist the Executive Director, the Board of Directors, and other officers to achieve the Board’s goals and objectives.

The person holding this position will report directly to the Executive Director and perform the functions outlined thereby providing high level support to the Executive Director and other officers.

**Key Responsibilities:**

* Assist with preparing work plans and budgets for the Chamber;
* Conduct technical research on issues relevant to the improvement of the Private Sector and the Business Community of St. Kitts and Nevis and the functionality of the SKNCIC
* Assist in the development of Chamber projects
* Assist with the organization and scheduling of Chamber’s activities, including Quarterly Lunches, Yearly Banquets, training workshops, seminars, etc.
* Draft office correspondence
* When necessary, represent the Chamber at various meetings, seminars, functions and other activities;
* Coordinate Chamber publications, information packets;
* Assist with the preparation of Board of Directors Meetings, Agenda, and Minutes;
* Disseminating critical information to appropriate staff, Board Members, membership

**Requirements and Experience**

Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Positive attitude and strong work ethic

Strong knowledge of project development, implementation and management.

Some knowledge of Proposal Writing.

An understanding of the business landscape (locally, regionally and internationally) and able to apply that knowledge to daily decisions.

An awareness of the Trade Agreements signed by the Government of St. Kitts and Nevis

Excellent written and verbal communications skills.

Able to build and maintain strong working relationships

Demonstrated proactive approaches to problem solving with strong decision-making capability.

Able to work with minimal supervision

Exceptional multitasker and deadline driven.

Proactive, with sound judgment to react to requests and events that require a

quick turnaround

Excellent scheduling and time management

Strong interpersonal skills

Collaborate and partner with the Executive Director to determine time

utilization on top priorities.

Ability to work a flexible schedule – including after scheduled hours, weekends and public holidays

Proficiency in MS Office with expertise in Microsoft Word, Outlook PowerPoint and Excel

Associate’s or Bachelor of Sciences Degree in Business-related field.

**Remuneration:**

The Position is permanent with salary and benefits commensurate to the responsibilities and expectations.

Qualified persons should submit cover letter and resume by August 12, 2019 via email to: [executivedirector@sknchamber.com](mailto:executivedirector@sknchamber.com) or mail to:

The Executive Director,

St Kitts-Nevis Chamber of Industry and Commerce,

PO Box 332, Basseterre,

St Kitts

The applicant will receive a response within two (2) weeks of the date of receipt.

plications that do not meet the minimum requirements will not be acknowledged.