

CAREER OPPORTUNITY

RECORDS & INFORMATION ASSISTANT

The South Caribbean Conference is looking for a highly organized, proactive, detail-oriented Records Management Professional to ensure the effective management of our Records Management Office and Church Clerks.



South Caribbean Conference of SDA

QUALIFICATIONS AND EXPERIENCE:

- ⇒ Minimum of an Bachelor's Degree in Records Management/ Social Sciences or a related field.
- ⇒ Must have five (5) CXC Subjects, inclusive of: Mathematics & English Language (Grade I/II).
- ⇒ Background in Research/Statistics will be an asset.
- ⇒ Minimum of 2 years' experience in Records Management or Research Field.
- ⇒ Be a member of the SDA Church in regular standing .

PREFERRED SKILLS AND ABILITIES:

- ⇒ High proficiency in Microsoft Office Suite; Digital Information Management and Customer Resource Management Systems; Research and Data Management platforms.
- ⇒ Excellent written, verbal communication and Interpersonal skills.
- ⇒ Excellent Organizational and Time Management Skills
- ⇒ Analytical and Critical thinker



Applications should be addressed and sent to:

The Human Resource Manager,
South Caribbean Conference of S.D.A
Cor. Eastern Main Road and Deane Street
St Augustine or be emailed to :
rrennie@southcarib.org /
swilliams@southcarib.org on or
before January 31st, 2025.

DOCUMENTS TO BE SUBMITTED

- ⇒ **Application For Employment Form**
(available from rrennie@southcarib.org)
- ⇒ **Letter of Application**
- ⇒ **Resume**
- ⇒ **Copies of Certificates and Diplomas**
- ⇒ **Two References (Church Pastor or First Elder)**
- ⇒ **Certificate of Character**