



VACANCY NOTICE

Applications are invited for the position of **Registry Clerk/Office Attendant** at the Financial Services Regulatory Commission (FSRC) – St. Kitts Branch.

JOB DESCRIPTION

JOB TITLE : Registry Clerk/Office Attendant

Position Responsibilities:

1. Process Registry Documents and deliver to the Registrar for signing
2. Create, Retrieve and Manage Files
3. Log and File Documents
4. Deliver and Collect Office Documents etc.
5. Provide customer service assistance for Registry Department
6. Any other duties which may be related to the above or may be assigned by Management.

Position Qualifications:

1. Four (4) CSEC Subjects to include English
2. Working Knowledge of Microsoft Office
3. Experience in handling operational support duties
4. Versatile and well organized individual
5. Ability to communicate persuasively and clearly
6. Ability to work as part of a team/group environment.

Applications, curriculum vitae, along with two references and certified copies of documents pertaining to qualifications should be submitted and addressed to:

The Director
Financial Services Regulatory Commission – St. Kitts Branch
P O Box 898
South Independence Square Street, Basseterre
St. Kitts, W. I.

Applications should be submitted by 25 October 2024.