



Job Opportunity

Vacancy Notice No. 14 of 2016

POSITION: Records and Inventory Management Assistant

DIVISION: Corporate Services

The Financial Services Commission's Corporate Services Division is seeking a qualified Records and Inventory Management Assistant.

The Records and Inventory Management Assistant ("RIM Assistant") is responsible to provide support for the effective and efficient operations of the Records and Inventory Management Unit. The RIM Assistant must collaborate with all team members and Unit Manager to provide consistent superior services to both internal and external customers. The RIM Assistant must adhere to all established service level agreements and operational guidelines and rules.

Essential Job Functions

- Retrieve and dispatch corporate files.
- Perform quarterly inventory audits using established procedures.
- Scan all outgoing and incoming files via the RFID system.
- Create and tag new and existing records.
- Conduct and report daily, monthly and quarterly file audits.
- Perform annual office supplies inventory.
- Maintain strict level of confidentiality.
- Perform any other related duties assigned as necessary to achieve the general objectives and goals of the Commission.

Minimum Qualification and Experience

- High School diploma or equivalent
- Some work experience

Knowledge, Skills and Abilities

- Computer literate - familiar with Microsoft Office;
- Good verbal and written communication skills;
- Excellent interpersonal and organizational skills;
- Ability to work unsupervised;
- Team oriented;
- A working knowledge of the Financial Services Commission's structure would be a plus; and
- Knowledge of appropriate practices and procedures in a professional office environment.

Working Conditions

The Financial Services Commission is a professional working environment. As such, no hazardous working conditions knowingly exist. The position requires full physical capacity and the ability to lift at least 25lbs and occasionally it may be necessary to work additional hours to meet required deadlines.

Disclaimer

This job description is meant to describe the general nature and level of work required for the position advertised. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the RIM Assistant. The RIM Assistant will be required to follow any other job-related instructions and to perform other job-related duties requested.

Please send cover letter and résumé to the attention of:

Director, Human Resources
BVI Financial Services Commission
P. O. Box 418
Road Town, Tortola, VG1110
BRITISH VIRGIN ISLANDS

or E-mail: hr@bvifsc.vg **Closing Date – 2nd September, 2016**