



Vacancy for the position of

FRONT DESK CLERK

within the

Grenada Solid Waste Management Authority

Primary duties and responsibilities include:

1. Answer incoming calls and direct to the requested office/officer.
2. Maintain GSWMA corporate email account by receiving incoming e-mails and coordinating timely responses.
3. Direct customers requiring services of contractors to the relevant GSWMA contracted company.
4. Maintain a register of parcels and letters received and delivered.
5. Open, sort and distribute mails from the GSWMA post box and hand delivered mails, and disseminate as required.
6. Prepare outgoing mail or package for pick-up or courier.
7. Assist with duties such as mailing, typing, copying, faxing, scanning etc. documents as may be required by departments that require support.
8. Maintain general office records.
9. Maintain GSWMA register of complaints, requisite actions and follow-up
10. Act as a host for the Authority, to receive visitors and see that they are directed to the relevant office/officer.

Minimum Requirements/ Qualifications:

1. Associates Degree in Business Administration or Business Studies.
2. Proficiency with computers and office equipment such as fax, photocopy machine and scanner.
3. Excellent communication and interpersonal skills.
4. Ability to work in a team environment.
5. Strong organizational and time management skills.
6. Ability to receive and execute instructions.

Applications accompanied by a resume should be addressed to:

**The Administrative Officer
Grenada Solid Waste Management Authority
P.O. Box 1194
Grand Anse
St. George**

E-mail: gndswma@gswma.com

Deadline for applications: Saturday, March 14th, 2020