

Tel: (869) 466-3050 | 467-1177 | 467-1579
Email: minsec@gov.kn | environment.cooperatives@gov.kn



Ministries of Sustainable Development,
Environment, Climate Action &
Constituency Empowerment

Unit C21, Sands Complex
Basseterre
St. Kitts, West Indies

Ministry of Environment, Climate Action & Constituency Empowerment

Job Description

Job Title: Senior Clerk

Work Location: Department of Environment, C.A.P. Southwell Industrial Site

Division/Department: Department of Environment

Reports to: Director

Full-time
 Part-time

Scope of responsibilities:

The office clerk will perform routine advanced clerical and administrative to support to ensure the efficient operation of the department. The senior clerk will work closely with the Director and other staff to assist in managing the day-to-day operation of the department while handling complex tasks and coordinating workflow.

Duties and Responsibilities

The Officer shall be responsible for but not limited to the following duties:

- Performs administrative and clerical duties.
- Answer telephone calls and emails and redirect them to other officers when appropriate.
- Copy, sort, and file records related to office activities and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate officer.
- Maintain and update office filing systems.
- Manage calendars and schedule appointments.
- Record minutes during all staff meetings
- Conduct periodic inventory and ordering of office supplies.
- Help coordinate activities and disseminate information to office staff.
- Perform any other related duties as assigned by the Director of the Environment or his/her designate.
- Assist in coordinating projects and initiatives within the department.
- Communicate effectively with internal and external stakeholders.
- Respond to inquiries and provide information as needed.
- Maintain and update records, databases, and filing systems.
- Ensure confidentiality and security of sensitive information.

Knowledge & Skill

- Must have knowledge of general accounting principles.
- Skilled in Microsoft Windows based computer software programs (Word, Excel)
- Skilled in maintaining complex files and records.
- Understand and carry out oral and written instructions.
- Proficient in English Language
- Excellent organizational skills and attention to detail
- Proven experiences as a Clerk of in a similar administrative role
- Strong organizational, multitasking and management skills

Qualifications

- High school diploma or equivalent; additional education or certification in office administration is a plus.
- Ability to handle sensitive and confidential information.

Experience:

- At least two years of prior office administration experience required with a demonstrated progression of responsibilities.

Salary: K22 – K27 (\$38,148-\$47,388) per annum

Please send applications to:

**Permanent Secretary
Ministry of Environment, Climate Action
& Constituency Empowerment
Unit C21, Sands Complex
BASSETERRE, SAINT KITTS**