



Grenada Chamber of Industry & Commerce

CAREER OPPORTUNITY

Are you philanthropic, business oriented, and want to play a meaningful role in the development of your country through the Private Sector? Then the Grenada Chamber of Industry and Commerce is offering you such a career opportunity. The Chamber is seeking a suitable candidate to be a part of a small team for the position of:

ADMINISTRATOR

Nature and Scope of Work

The Administrator is a key part of the team, contributing to driving sustainable growth and members' satisfaction. The Administrator will work closely with the Executive Director to support the organization, by developing and implementing operations policies and procedures to improve productivity, ensuring the effective management of the organization's finances, and the efficient running of the Chamber's Secretariat.

Critical Requirements:

- At least a bachelor's degree in Business Administration, Operations Management, or related discipline
- Prior experience in a management or a leadership position
- A good understanding of HR and financial management is desired
- Strong organizational and management skills
- A valid driver's license will be an asset

Knowledge, Skills and Abilities:

- Excellent organizational and management skills
- Excellent knowledge of accounting principles, regulations and procedures including (GAAP)
- Excellent communication and interpersonal skills
- Understanding of HR principles, practices, and procedures
- Excellent knowledge of MS Office; Office management software would be an asset



Grenada Chamber of Industry & Commerce

Administrator Responsibilities:

- Assist the Executive Director to develop, implement, and review operational policies and procedures
- Coordinate office activities and operations to ensure efficiency and compliance with company policies
- Responsible for the organization's financial management – budgeting, reporting, planning, and auditing
- Assist with HR related functions, databases, and records
- Assist with projects and other initiatives of the Chamber as required

Salary is negotiable.

Pease submit application and CV with two references to:

The Executive Director

Via email to: ed@grenadachamber.org

cc: gcic@grenadachamber.org

The closing date for applications is August 4th, 2023.

The Grenada Chamber of Industry and Commerce thanks all applicants for their interest but advises that only shortlisted candidates will be contacted.